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DEPARTMENT OF TRADE AND COMMERCE

DOMINION BUREAU OF STATISTICS

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**TRIAL CENSUS**

in preparation for the

Ninth Census of Canada

Population, Housing, Agriculture and Fisheries

**ENUMERATORS  
MANUAL**

For the personal use of.....

October 1949

WHOM TO ENUMERATE

Note: In the following outline of whom to enumerate, two main principles of census taking are emphasized again and again:

- (i) Persons of no fixed or permanent residence are always enumerated where they are found.
  - (ii) A person's residence is determined by where he sleeps, not by where he eats or works.
- 

A. In private homes-

- |  |                     |
|--|---------------------|
| (a) In the home on the day of the enumerator's visit.  |                     |
| 1. Members of the household who regularly sleep on the premises, including relatives, student lodgers with no other home, all other lodgers, servants, and employees.  | yes<br>(white card) |
| 2. Relatives or other guests who have their own home elsewhere in Canada, but are in doubt as to whether they will be enumerated there.  | yes<br>(blue card)  |
| 3. Babies born since October 23, 1949.   | no                  |
| 4. Relatives or other guests who have their own home elsewhere in Canada, and feel quite certain that they will be enumerated there.   | no                  |
| 5. Servants or boarders who get their meals regularly with the household, but who sleep elsewhere.   | no                  |
| 6. Persons in the diplomatic service of other countries or on official missions, and who are not citizens of Canada. (Note: The residences of such persons must be visited, however, to enquire whether any Canadians are living there).     | no                  |
| (b) Living elsewhere on the day of the enumerator's visit, but having some connection with the household.  |                     |
| 1. Members of the household who are students away at boarding school, university, business college, etc.   | yes<br>(white card) |
| 2. Former members of the household who have died since midnight of October 23, 1949.   | yes<br>(white card) |
| 3. Members of the household who are temporary patients in a general hospital.  | yes<br>(white card) |
| 4. Members of the household temporarily away from home on business or pleasure, and with no established residence elsewhere.   | yes<br>(white card) |
| 5. Former members of the household, whose business requires that they establish residence elsewhere, even though they may return to their former home on week-ends.  | no                  |
| 6. Former members of the household who are nurses in training, inmates in a home, sanatorium, mental hospital, etc., prisoners in a penal institution, members of a convent or monastery, or members of the armed forces in a military camp. | no                  |

(continued on inside back cover)

## FOREWORD

The immediate legal reason for taking the Canadian Census is to determine representation in the Dominion House of Commons. But the census has far wider uses than that of a basis for electoral representation, important as that purpose is. It is, in fact, a periodical stock-taking of the nations' resources in its people. Fundamentally, the importance of the census hinges upon its enumeration and analysis of the human element - the people themselves - the primary asset of every state. Their numbers, local distribution, age, sex, conjugal condition, ethnic origin, nationality, language, religion, education, occupation, housing conditions, etc., are each facts in themselves of the greatest moment, especially when analysed in conjunction with one another and against the background of history and natural environment. Moreover, the significance of much of the information collected month by month or year by year can only be understood when it is related to the basic and comprehensive facts which are gathered in the census once in ten years. Without this broad statistical picture of the development of Canada in a great variety of its social and economic aspects, government, business, educational and social institutions would be hopelessly handicapped in developing their plans and policies.

Before a new model of automobile is introduced to the public, it is put through a thorough test under all driving conditions. The same principle applies in the taking of a trial census. A general census is a very costly undertaking, occurring only once every ten years; therefore it must not fail. In order to insure a successful census, it is thus only good business practice to spend some time and money on a preliminary trial.

There is an added reason why a trial census is vitally important this time. A new system of census taking is being introduced - one that will replace the conventional line schedule with an individual card system. By the adaption of this card to direct machine processing, much time will be gained in the publishing of census returns, and thousands of dollars will be saved - a fact which should interest you as a taxpayer. To offset these advantages, a certain element of risk is involved in changing over from one method of census taking to another method. For this reason much depends upon the facts which will be revealed by this trial census.

There is one enquiry you will be faced with in this trial census which does not apply to a regular census. People will ask why such a census is necessary, and why they are called upon to answer questions while their neighbours across the road are not visited. If you are asked these questions don't try to be evasive; that would only arouse suspicions. Explain to the respondent as well as you can why the trial census is conducted and how the sample is drawn. However, if no questions are asked, it is well to say as little as possible about the sampling aspect, since some people might feel that there was less urgency for them to give their time in answering the enumerator's questions if they knew that their neighbours were not called upon to do the same.

The accuracy of a census depends upon the work of the enumerators. No amount of expert preliminary planning or processing of returns can make up for poor enumerating in the field. You are the vital link between the householder and the published results. You will meet all types of people and you will find your job as interesting as it is important. We are counting on you to give it the best of your talents and energy. Together we must make this trial census a completely successful effort.

Herbert Marshall  
Dominion Statistician

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## PART I - GENERAL INSTRUCTIONS

1. Know the geography of your sub-district.- Your work as an enumerator involves more than the mere physical act of enumerating every man, woman, and child in your sub-district. Your appointment will be made several days before the date the actual census taking is due to commence, and your preliminary work will include:

- (a) making yourself as conversant as possible with the forms you will use and the rules for completing them;
- (b) making yourself thoroughly familiar with the area for which you are responsible.

The procedure with regard to the completion of the "mark sense" cards and census schedules is fully described in a later section of this manual, which also contains the definitions of the various terms used in the census.



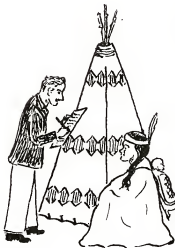
You will be provided with a map of your territory and one of your first duties will be to check this map with your field supervisor. It is, of course, impossible to be supplied with continuously up-to-date maps, and you may find that the map of your sub-district is incorrect in some respects, e.g., newly built up streets not indicated on the map, a relocated highway, etc. If such inaccuracies are limited to the area within your enumeration sub-district, you should merely correct your map where you find it to be in error. However, if you find an error in the boundary of your sub-district, you must call it to the attention of your field supervisor before the actual enumeration commences. You will find that the boundaries of your enumeration area may be visible features such as streams, roads, or railways, or they may be imaginary lines such as city limits, ward boundaries, county lines, or similar political boundaries.

In cases where a road or street forms the boundary between two enumeration sub-districts, the dwellings situated on one side will be visited by one enumerator, those on the other side by the enumerator of the adjoining sub-district. It is, therefore, most important that you know which side of the road is in your sub-district. You will cause a lot of trouble if you try to enumerate someone else's territory, and you won't get paid for it. If a householder advises you that he has already been enumerated, make sure first that he means the census enumeration and not the labour force or some other survey. If he has, in fact, been previously enumerated on the census forms and you have satisfied yourself that the dwelling is located within the boundaries of your sub-district, report the matter to your field supervisor. It may well be that some other enumerator is trespassing in your territory.

2. Planning your programme of visits.- To get complete answers to the census questions for every man, woman, and child living within an area which frequently includes upwards of 1,000 persons, is no easy task. Best results can be obtained by tackling the job systematically.

Many enumeration sub-districts will include a few jails, trailer camps, missions, jungle camps, etc., where the population is of a somewhat floating or transient character. You will be provided in advance, if possible, with a list of all such places located within your area, and, in order to get as nearly correct an enumeration as possible as of the census date, you must visit these places on the first morning of census taking.

With regard to the complete and orderly coverage of your area you must follow the plan agreed upon between you and your field supervisor.



Whether you are in a rural or an urban area, leave no stone unturned to locate every dwelling in your area. In cities and towns, investigate every lane which might possibly have dwelling places facing on it. Examine each house from the outside to see whether there might not be an apartment at the back or side; frequently what looks at first glance like a single house actually contains more than one dwelling. Inquire at stores, garages, and restaurants to find out if they contain any living quarters. Don't overlook the possibility of janitor's quarters in churches, schools, commercial buildings, factories, and other non-residential structures. A good rule is to ask at each dwelling if there are any other dwellings in the building or neighborhood which might ordinarily be missed. This is good policy especially in farm areas, where hired hands may be living on the farm in quarters apart from the main farm home. In sparsely settled communities look in wooded areas for cabins or occupied huts that may be hidden from view. Observe telephone wires, breaks in trees, mail boxes, etc., which may indicate the presence of a dwelling unit. You must visit all occupied summer cottages. Don't hesitate to ask questions, particularly when you think a place not usually used as living quarters is being so used.

3. Whom to enumerate.- Having stated your business and prepared yourself for the enumeration (preferably seated at a table, if this can be arranged without upsetting the household too much), you will now proceed to get the names and relationships of all the members of the household, including those temporarily absent. First of all, enter the name of the household head on your Visitation Record, filling in, of course, the other details such as, address, and total number of persons in the household. Then proceed to complete an individual population card (white form) for each member of the household commencing with the head and continuing with other members of the household in the following order:

- (1) Head
- (2) Wife of the head
- (3) Unmarried children in order of age, from eldest to youngest
- (4) Married children and their families
- (5) Any additional relatives living as members of the household
- (6) Lodgers including lodging families
- (7) Servants or other employees.

When you come to an hotel or institution, the proprietor or manager should be enumerated first if he lives there, followed by members of his immediate family, members of the staff who live on the premises, and, finally, the guests or inmates who should be enumerated (see inside back cover of manual). In all types of households be sure to check the number of persons in the household as entered in columns VI and VII of the Visitation Record with the number of cards you actually fill out.

In ordinary households, as well as in hotels and institutions, it is most important to know who should be enumerated and who should be classed as a visitor. For your guidance, the regulations regarding this have been summarized and appear on the inside front and back covers of this manual. Study these regulations carefully and refer to them whenever you are in any doubt as to whether a certain individual should be enumerated. (For the enumeration of certain types of visitors or temporary residents on population cards printed on blue stock see Part II, Sections 39 to 41, Pages 45-46. In the case of a hospital patient who has no other home and should therefore be enumerated at the hospital, but who is too ill to be questioned, you must fill out his card by getting what information you can from the hospital authorities.

4. What to do when no one is at home.— Every dwelling, except unoccupied summer cottages, must be accounted for in the census. Yet you will encounter, unless you are very fortunate, many cases where no one is at home. This poses the question of what to do in such cases.

Vacant dwellings are usually easily recognizable by such signs as a lack of curtains on the windows, unkempt appearance of the grounds, etc. Nevertheless it is well to check with the nearest neighbour before classifying a dwelling as vacant. A vacant dwelling does not, of course, require a call-back. It is recorded in the Visitation Record as a vacant dwelling, and, if its number is such that it happens to fall into the housing sample, a housing card is partially completed (see instructions on the housing card regarding vacant dwellings).

When you do not receive an answer to your call, the dwelling may not be vacant, but "closed". A closed dwelling is one in which the occupants have taken up temporary residence elsewhere. This situation is common in the summer months when many people shut up their homes and move to cottages. An inquiry at the neighbours is generally sufficient to enable you to classify a dwelling as "Closed". Like the vacant dwelling, the closed dwelling does not require a call-back. You will assign it a

dwelling number in your Visitation Record and fill in the other details, obtaining the name of the household head from neighbours. If it happens to fall into the housing sample, you will complete as many of the questions on the housing card as you can from outside observation, inquiries from neighbours, etc.

When you receive no answer to your knock or ring, the dwelling may be neither vacant nor closed. The occupants may simply all happen to be out at the time you call, or they may fail to open the door - deliberately or otherwise. Again you must inquire at the neighbours; and if it appears that the occupants are merely out of the house for a short time you must enter the dwelling in its regular place in your Visitation Record and mark it for a call-back. If possible, find out from the neighbours the number of residents, so that you can be sure to leave blank enough population cards to keep the households and household members all in proper card sequence.



If, by chance, in setting aside cards to cover an absent household, you overestimate the number of persons, some blank cards will result. You will merely mark "cancelled" across the face of these cards and this will cause no difficulty. If, however, you underestimate the number of persons, it will result in one or more members of the household being enumerated out of order. This could cause serious delay and inconvenience in the office processing of the cards, and is to be avoided if at all possible.

Provision is made on the separation card of each book of population cards for recording all cards in the book which are out of their regular order. In the event that you have, say, three cards out of order, you will make entries such as the following:

Sequence number of card out of place	Belongs after card number
923	124
947	151
948	151

If you should spoil a card, leave it in its place, use the next card in order, and write "cancelled" across the face of the spoiled card.

You may wonder how many times you should continue to call back at a house at which you receive no response to your call. This will depend on circumstances, and your field supervisor will advise you on this point. Always try to find out from the neighbours the most suitable time for making a call-back. Evening calls may be necessary in some cases where every member of the household is out at work during the day. After you have called the number of times required of you by your field supervisor and still get no reply to your ring, you should report the

address to him. He will then employ other means to locate the persons living there. The important principle in census taking is that no one must be missed in the census.

5. The census forms in the order of their handling.- Since you will be handling a number of different forms, - some regularly, others occasionally - it is well, at this point, to list all these forms, together with a brief statement of when and how each form is to be used. The order in which the forms are listed indicates the order in which you should deal with them in the enumeration of a household.

Form 1 - Visitation Record: This is the first form you will use. You will make entries in the Visitation Record for each dwelling visited (including closed dwellings, vacant dwellings, and dwellings under construction) - also for each household living in a summer cottage or other temporary habitation.

Form 2 - Population Card (white): This will be completed for each member of the household born before midnight on the night of Sunday, October 23 d.

Form 2a - Population Card (blue): This card will be completed for each member of an entire household temporarily displaced, ~~such~~ as a family living in a summer cottage, hotel, tourist cabin, or other temporary habitation. The blue form will also be used for visitors temporarily in the household who are in doubt that they would be enumerated by the enumerator calling at their usual or permanent place of residence.

Forms 3 and 3a - Individual Form and accompanying envelope: Some members of a household may by the nature of their work be out of reach at all times convenient for you to call, (e.g. miners, construction workers, etc.). If, for any reason, the person supplying you with information for the household is unable to supply the answers to the inquiries for those persons whom you cannot contact directly, then you will leave an Individual Form for each such person, to be completed by him within a specified time, and to be picked up by you at a later visit. You are cautioned to use the Individual Form only when it is impossible to arrange personal contact. It should not be used if an interview can be arranged at a later time.

Form 4 - Housing Card: A housing card will be completed at every 5th dwelling you visit, as outlined on the instructions printed on the back of the card, and as indicated by the encircled dwelling numbers on your Visitation Record.

Form 5 - General Farm Questionnaire: An entry will be made on this questionnaire for every farm you visit. (see definition of "farm" on page 56)

Form 6 - "Livestock and Products Elsewhere than on Farms" Questionnaire:- An entry on this questionnaire may be required at any dwelling you visit-rural or urban. (For conditions governing its use, see page 55).

- Form 7 - Irrigation Questionnaire:- This questionnaire applies to Alberta only. An entry will be made on this questionnaire for every irrigated farm you visit. (See instructions printed on the form itself)
- Forms 8 - Commercial Fishermen Questionnaire and accompanying envelope:-  
and 8a This questionnaire applies to Nova Scotia only. (See instructions printed on the form itself).
- Forms 9 - Veterans Questionnaire and accompanying envelope: One of these forms and envelopes will be left for each member of the household who saw service in the Armed Forces of any country during World War I or World War II or both, to be completed and mailed by him within seven days. (See instructions printed on the form itself).

6. Language difficulties:- In the case of the Agriculture and Fisheries questionnaires, you will use either the French or English forms, whichever is more convenient to you and the respondent. In the case of the Population and Housing cards, however, it is absolutely imperative that all the cards from any one sub-district be in the same language, in order that proper sequence in serial numbering may be maintained. Thus, if you are in an English-speaking area all your enumerating must be done on English cards, and vice versa if you are enumerating in a French-speaking area. In the latter case, should you encounter a householder who speaks only English, you would ask the questions in English, at the same time making the entries on a French-language card.

In an English-speaking sub-district, the only time you would enumerate on a French-language Population or Housing card (or vice versa in a French-speaking sub-district) would be when the respondent absolutely insists on being enumerated on a card printed in that language. This should rarely occur, particularly since the respondent is not supposed to see the card or schedule anyway. However, should you be faced with this situation, and you probably will be on a few occasions, your procedure will be as follows. Accede to the request of the respondent and enumerate him on a card printed in the language of his choice, but at the same time leave blank the card (printed in the other language) on which you would normally have enumerated him. At a later time, perhaps that evening, you will then transcribe the information onto the card you left blank. It goes without saying that the fact that such a transcription is being made should be concealed from the respondent. This, of course, means additional work for you as an enumerator and is another reason why the use of cards in more than one language within a sub-district should be discouraged. However, some procedure such as outlined above is necessary to satisfy the wishes of those respondents who are over-sensitive about matters of language.

No provision has been made, of course, for enumerating in any language other than the two official languages of Canada. Should you encounter a household which cannot speak English or French, and you cannot make yourself understood in German, Finnish, or whatever language is spoken in the household, then your only recourse is to get an interpreter. Mark the household in your Visitation Record for a call-back, and consult your field supervisor for advice on getting a qualified interpreter to accompany you when you visit that household.

7. The Daily Check on your Enumeration.- After each day's enumeration, you should perform the following checks on your day's work:

- (1) Be sure to draw a line under the last name on your Visitation Record and record the date in the space provided.
- (2) Check the number of white cards completed during the day with the total number of persons entered in Column VI of the Visitation Record for that day's work.
- (3) Check the number of blue cards completed during the day with the total number for that day's work as shown in Column VII of the Visitation Record.
- (4) Check name, address, and dwelling number on the population cards of the household heads with the corresponding entries on the Visitation Record to ensure agreement.
- (5) Check to ensure that each person in the household has the same dwelling number (question 5) as the household head.
- (6) Check to see that questions 6, 7 and 8 are filled in for each dwelling (i.e. on the card of each household head) and on no others.
- (7) Check the dwelling numbers on the housing cards to make sure that the correct ones have been taken in the sample.
- (8) Make a rapid survey of the population and housing cards and agriculture schedules completed during the day, and watch for any entries inadvertently omitted.
- (9) Check the farm visitation numbers on the General Farm Questionnaire to make sure that the sample section has been completed in accordance with the instructions on page 65 of this manual.
- (10) Record your day's work on the Record of Enumeration form.

8. Some things you must not do.-

- (1) You must not divulge any information you receive in the course of your duties as an enumerator.
- (2) You must not permit any unauthorized person to see your completed forms or questionnaires.
- (3) You must not farm out any of your work as an enumerator, nor permit any unauthorized person to accompany you on your visits.
- (4) You must not combine with your census enumeration any canvassing for personal gain, or for community, church, political, or other organization.



- (5) As an employee of the Dominion Government you must not engage in a discussion of politics while employed as an enumerator.
- (6) Having taken the oath of office, you must not resign from your position as an enumerator until the enumeration of your subdistrict is completed. In cases of emergency you should discuss the matter with your field supervisor.

Penalties are provided for any infractions of the above-noted regulations.

9. How and when to make your returns.- Accompanying your parcel of census forms was a transmittal slip which listed the quantities and serial numbers, if any, of the various forms which you received. When you are certain that the enumeration of your subdistrict is complete in every respect, you will then make your returns by person to your field supervisor. (Enumerators in certain rural areas, who may find it difficult to contact their field supervisor directly, will be instructed by him during the course of the enumeration as to how their returns are to be made). On the transmittal slip is a column for rendering an itemized account of the returns you make at the close of the enumeration. The number of forms you return should correspond exactly with the number of forms you received, except in the case of the Veterans Questionnaire (Forms 9 and 9a), which are to be left with the respondent for forwarding to the Dom. Bureau of Statistics. All used and unused forms must be accounted for and any discrepancies in the returns must be explained in the remarks section of the transmittal slip.

Provision is made on the form for your signature and that of your field supervisor at the time you receive the blank forms from him, and again when you make your completed returns to him. An example of a fully completed transmittal slip is shown in Appendix (B) of this manual.



In enumerating the population (as distinct from housing, farms, and fisheries), you will use four different forms - Form 1, Form 2, Form 2a, and Form 3. The first two of these you will use constantly, the last two only on certain occasions. Form 1 (the Visitation Record) is the first form you will complete in enumerating a household, and we shall, therefore, deal with it now.

### The Visitation Record - Form 1

1. Its purpose.- This is a booklet in which you will make a record of every dwelling except unoccupied summer cottages situated in, and every household residing within your sub-district. Provision in this booklet is made for recording each separate building, each separate dwelling, name and address of household head, number of persons enumerated both on white and on blue cards, temporary resident households, closed, vacant, and unfinished dwellings, as well as call-back reminders and other necessary remarks. One line will be used for each dwelling or household visited. A line will be drawn in the right hand margin immediately below the last entry for the day, and the date entered just above this line. The first entry for the following day will be made on the next succeeding line, and so on with no gaps. If this procedure is carefully followed, one booklet should be sufficient to contain a record of all the households and dwellings in your sub-district. However, if it is not, consult your field supervisor as to the method of starting another book. When your Visitation Record reaches the Regional Census Office at the conclusion of the enumeration, it will not only provide a valuable permanent record of the population of your sub-district, but it will also form the basis on which your pay will be computed.
- In a sense, the Visitation Record is a summary of your day by day enumeration. Be sure that a date is entered for every day that you enumerate.
2. How to indicate buildings.- Column II of the Visitation Record is to be used for bracketing the several dwellings which may be contained within a single building. If there is only one dwelling in the building no bracket is required. This should be done carefully according to the instructions outlined on the inside cover of your Visitation Record, since it will be used as the basis for a later count of buildings. It will, of course, be necessary for you to have a clear conception of what constitutes a building.
  3. "Building" defined.- A building, for census purposes, is any structure or place in which one or more persons usually live. It may consist of one dwelling unit only, as a single house, two dwelling units, as a double house, or several dwelling units, as in the case of an apartment block. It may also consist partly of residential dwellings and partly of business premises. A building may also be a tent, a railway car, a trailer, or a house-boat, if such are being used for human habitation. Each separate building or structure normally has open space
- Only buildings used or intended for human habitation are counted. This excludes stores, factories, warehouses, theatres, sheds, garages, .

stables, etc., unless somebody is living in them.

on all four sides, with some possible exceptions in the case of densely built up urban areas.

4. What is a dwelling?

The terms "dwelling unit", and "home" as used in the census have the same meaning.

The household number you enter in question 5, of the white population card, and question 3 of the housing card must agree with the printed dwelling number in Column III of the Visitation Record.

Column III of the Visitation Record is used for the numbering of all permanent dwellings located in your sub-district, whether or not they are occupied. The numbers are already printed on the form, with the ones to be taken into the housing sample encircled. It remains for you merely to enter the information for each dwelling as you come to it, enumerating the dwellings of your sub-district in a regular order. You will now see why it is important that no blank lines be left, and that the information for each dwelling occupy one and only one line of space. Refer to the instructions on the inside cover of your Visitation Record for the proper use of the five unnumbered lines at the bottom of each page of the Record

As in the case of buildings, you must have a clear conception, of what the Census means when it talks of a "dwelling" or a "dwelling unit". The term is defined below, but since people nowadays live under a great variety of conditions, unusual and borderline cases are bound to arise. Some examples of what are and what are not dwellings are given in the Housing section of this manual, and you must study these carefully before proceeding with the enumeration of your sub-district.

5. "Dwelling" defined.

A dwelling is a structurally separate set of self-contained living premises having its own entrance from outside of the building containing it, or from a common passage or stairway inside.

The following are examples of typical dwellings:

- (I) A single house.
- (II) Each apartment or suite of rooms in an apartment house, duplex, or triplex.
- (III) Each flat in a building containing flats.
- (IV) Each half of a double house.
- (V) Each section (or so-called "house") of a row or terrace.

Privacy and structural separateness are fundamental in this definition of "dwelling", except that in certain cases two or more dwellings may have a common bathroom.

The following are examples of unusual dwellings, which may occasionally be encountered:

- (I) Tent.
- (II) Summer cottage or cabin.
- (III) Railway car.
- (IV) House-boat.
- (V) Automobile trailer.
- (VI) Make-shift quarters in a commercial or industrial building.
- (VII) Dug-out in the ground.

These places are considered as dwellings only if they are occupied. If they are unoccupied they will not be enumerated. In this way they differ from the types of dwellings listed in the preceding paragraph, which count as dwellings whether they are occupied or not.

In determining what constitutes a separate dwelling, borderline cases are bound to arise and create some difficulties in interpretation. The key phrase to keep in mind is "structural separateness". A family occupying the entire second floor of a single house should not be thought of as occupying a separate dwelling if they enter their quarters through the front door and front hall of the people living downstairs. But if a structural conversion has taken place providing a stairway to the second storey entirely outside the living quarters of the household on the ground floor, and thus providing a private entrance for the second floor occupants, then the building can properly be thought of as a duplex with separate dwellings on the first and second floors.

Note that this paragraph applies only to rooming houses.



In large rooming houses care must be taken to avoid an over-enumeration of dwellings. In general, the occupants of such places should be considered as lodgers and the entire rooming house treated as one dwelling. Only if all of the following conditions are satisfied, should an occupant or group of occupants of a rooming house be counted as a household and the room or rooms they occupy, a dwelling:

- (1) Entrance to the living quarters directly from the street or from a general hallway or corridor, - that is, not through anyone else's living quarters.
- (2) Living quarters separated from the rest of the house by a door.
- (3) Separate housekeeping arrangements maintained, - that is, making of beds, cleaning of floors, etc.
- (4) Complete cooking facilities provided for. (Grill or hot-plate not enough to constitute cooking facilities.)

6. Hotel and Institutional Dwellings.— All the above dwellings referred to in the previous section may be thought of as ordinary dwellings in that they provide living accommodation for a small group of people who form a housekeeping unit. In addition to these, however, there are hotel and institutional dwellings which are not dwellings in the ordinary sense of the word.

The hotels referred to in this section are ordinary commercial hotels which do not accept transient guests. Apartment hotels which do not accept transient guests are treated

All the guests in a hotel (who have no usual place of residence elsewhere) are grouped together into what is called a hotel household. The space they occupy in the hotel thus becomes a hotel dwelling.

in the same way as apartment buildings.

Likewise, the inmates in an institution are grouped together to form an institutional household, and the space they occupy constitutes an institutional dwelling.

It should be noted that ordinary dwellings may exist within institutions, as, for example, the private accommodation provided for the Superintendent and his family in an institutional building.

7. Household.— A household includes all the persons living in a dwelling, irrespective of whether or not they are related to each other by ties of kinship. There must, therefore, be one and only one household for each occupied dwelling.

8. Household head.— Enumerate as "head of household" the person on whom falls the chief responsibility for the maintenance of the household. However, when husband and wife or parent and unmarried children live in the same household, always report the husband as "head" rather than the wife, and the parent rather than an unmarried child. When brothers and sisters comprise a household, usually the eldest will be reported as the "head". If several unrelated persons share house-keeping facilities on a partnership basis, enumerate one of them as "head" and the others as "partners".

The household head is always enumerated first in a household.

9. Temporary resident household.— A household which has closed or sublet its usual or permanent home and is occupying temporary quarters elsewhere, e.g., in a summer cottage, tourist cabin, hotel, etc., becomes a temporary resident household. Some households may consider themselves as temporary residents if they are occupying unsuitable or short-term quarters due to the housing shortage, until such time as they can find more suitable accommodation. However, you should not classify these as temporary resident households if they have no other place of residence. Any accommodation, no matter how inadequate it is, must be classed as a permanent dwelling if the household living there has no other home.

10. Instructions on inside cover of Visitation Record.— Complete instructions for filling out each column of the Visitation Record, covering the various cases you may encounter in the course of the enumeration, are given in English on the inside front cover and in French on the inside back cover of the Visitation Record. A specimen page of a Visitation Record is also provided for your guidance. Study these instructions and this specimen page carefully, and refer to them from time to time just to make sure that you are not inadvertently following some wrong procedure.

## Population Card - (white) - Form 2

11. When to use these cards.--

This card is the keystone of the entire census of population. Be sure you know how to use it.






A population card (form 2) will be completed for each member of each household you visit, born before midnight of October 23, 1949. These cards should be filled in immediately after the entry in the Visitation Record for the household has been made. See pages 2-3 of your manual for instructions on the order of enumeration of household members. Be sure that the number of white population cards you complete for each household agrees with the number entered in column VI of your Visitation Record.

12. How to use these cards.--

The population cards are numbered serially for each sub-district and made up in sets of 100 cards. Under no circumstances are you to rearrange or separate any of these serially numbered sets. The one exception to this is in carrying out your call-backs. Your field supervisor will give you full instructions on this. Be sure to follow them carefully. If a card be spoiled, it is to be left in its set and mark "cancelled" across the face of the card. If a person happens to be enumerated out of order, do not attempt to place his card in its proper place by rearranging the order of the cards; follow the instructions outlined in Part I, Section 4, of this manual dealing with cards out of place.

Since these cards are designed for direct machine processing, they must not be folded or bent. Unless they are handled carefully there is danger also that the holes for the metal rings may become enlarged and ragged. This would seriously interfere with the passage of the cards through the machine.

- A special pen filled with special ink is required for marking these cards, since the mark left by an ordinary pen or pencil would not be picked up by a "mark sense" machine. You have been provided with such a pen and with an ink supply sufficient for the completion of your enumeration. You must be very careful not to lose it, since considerable delay would result until you could be provided with a replacement. This pen will be used for all your enumeration except for the agriculture questionnaires. You will be given full instructions regarding its use by your field supervisor.

- (a)  too short
- (b)  too long
- (c)  too light
- (d)  not centered
- (e)  just right

Little writing is required on a "mark sense" card. Entries to most questions are made by a line drawn in the appropriate oval or ovals. The line should be a firm, straight line drawn through the centre of the oval from the left to the right edge. Avoid marks such as those numbered (a), (b), (c), and (d) in the margin,

which, for the reasons indicated, would not be read correctly by the machine.

Marks made with this pen can be erased if necessary. Should you inadvertently mark the wrong oval, erase the mark and make an entry in the correct oval. Should a written entry be required on the card, as, for example, a birthplace for which there is no oval, write in the birthplace, in the space provided on the card, using the "mark sense" pen.

13. What columns to complete, and for whom?— In all, there are 31 questions on the population card, the information for which you will have to obtain from the respondents. These questions are numbered on the card, and you should complete them in the order of their numbering, commencing with the name and address. You will note from the instructions printed across the top of the different sections of the card that all enquiries are not to be asked of everyone. Questions relating to dwelling information are filled in only on the cards of household heads, the question on period of immigration only for persons born outside of Canada, those relating to occupations are asked of everyone 14 years of age and over, while earnings data are obtained only from wage-earners.

Note carefully the instructions across the top of the different sections of the population card.

You will notice that a number of columns on the card, such as those labelled "A", "B", "C", and "D" in the lower left corner of the front face, have the ovals placed in a slanting position, the printing is in very light type, and dotted lines enclose the sections. These are for office use only, and you will ignore these columns when you are doing the enumeration.

14. Name and Address.—  
(Questions 1 and 2)

What is wanted is not the Post Office address, but the actual location of the dwelling. In rural areas these are frequently not the same.

The first entry to be made on the card will be the person's name in block letters. For instance, if you are enumerating John L. Smith, you will enter SMITH in the top row of blocks, 1 (a), and JOHN L. in the bottom row, 1 (b). In printing the given name and initials, use one block for each letter but leave a space between name and initial, or between separate initials if there are more than one.

The address does not require to be printed in block letters; nevertheless it is most important that it be both correct and legible. If the address is an apartment building, give the apartment number. Names of incorporated cities, towns, and villages do not need to be entered since they are shown in the printed identification on the card. Unincorporated or police villages and hamlets should be indicated in the address, however, (e.g. - 22 George Street, Overbrook).

15. Relationship to head of household.-  
(Question 3)

Without this question it would be impossible to obtain data on households and families.

In completing the Visitation Record you will have ascertained the name of the household head. His population card will be the first one you complete, even though his wife or some other member of the household is supplying the information. The entry under the above heading for him will be "head". Other entries will depend upon the relationship of the person to the household head. The wife of a married son will be shown as "daughter-in-law", not "wife". However, for lodgers or employees who have relatives living with them in the household, the relationship of the relatives to the lodger or employee should be entered. In such cases, "lodger's wife" or "employee's daughter" would be suitable entries, as this still describes the relationship to the household head. Where a group of unrelated persons share the ownership and facilities of a dwelling on equal footing, one will arbitrarily be chosen as head and the others shown as "partners". In hotel and institutional households, the terms "guest" and "inmate" will be used, respectively.

16. Farm household.- A farm household is a household living within the boundaries of a farm in which the head or one of the members of the household operates the farm, or one in which the head is actively associated with the work of that farm. (See page 59 of this manual for definition of a farm).



17. Household number.- This has nothing  
(Question 5)

"Household number" on the population card and "dwelling number" on the Visitation Record are one and the same. Remember that a household is the group of persons who live in a dwelling.

to do with the number of persons in the household. It is simply a number by which each separate household can be identified. This number must correspond with the dwelling number entered in Column III of the Visitation Record. In other words, if the dwelling located at, say, 623 Parliament Street, Toronto, is number 87, then the population card for each member of the household living there will be marked 087 under question 5 (Household number). Of course, certain dwellings will be numbered on the Visitation Record of which there will be no corresponding cards - that is, vacant dwellings and unoccupied dwellings under construction.

18. Tenure.- "Tenure", as used in the census,  
(Question 6)

refers to the ownership or rental of a dwelling. Of course all dwellings are owned by someone, but when the term "owner" or "owned" is used in the census it refers to a dwelling lived in by the owner. The terms "owner-occupied" and "tenant-occupied"

are, strictly speaking, more correct; but for convenience and brevity the shorter terms are often used. To be considered as owned it is not necessary that the home be fully paid for; it will be considered as owned even if there is a mortgage or other encumbrances.

It is most important that an entry be made under tenure for the head of each and every household.

Question 6 regarding tenure is filled in only on the cards of household heads. The classification of owners and tenants as "non-farm" or "farm" depends upon whether the answer to enquiry 4 (farm household) was "no" or "yes". Ovals are provided for hotel and institutional households; but an ordinary household located in an institution (e.g. - a superintendent's residence in a hospital or jail) should be marked "owner" or "tenant".

Households in which the head is provided with free living quarters, whether or not in return for services rendered, are counted as tenants.

19. Value of owner-occupied dwellings.- Question 7 deals with value of owner-occupied and monthly rent of tenant-occupied dwellings. It is (Question 7)

limited to non-farm dwellings, that is, those for which there is an entry in item 1 or 2 of question 6.

Get from the respondent the best estimate you can of the present market value of the dwelling (including the lot it is situated on).

In most cases the value will have to be estimated by the owner and you should point out that this value will be the amount for which the dwelling would sell at present, that is, the amount for which it would sell if the owner were willing to sell it to a willing buyer. In the case of the head of a household owning the dwelling in which he is residing in a double house, row, duplex, or apartment building, the owner should estimate the value of the entire building and divide by the number of dwelling units in it to get an estimated value for his dwelling. In other words, if a man owns a double house worth \$14,000 and lives in one section of it, the value of his dwelling would be estimated at \$7,000.

The value of the land on which the dwelling is located and the value of private garages will be included with the value of the dwelling. However, the value of business premises should not be included. You must watch this point carefully when enumerating households which live above a store or other business establishment which they own. Should the respondent suggest a value which seems much too high, he is probably including the value of the business establishment, and you should remind him that what is required is the value of the dwelling only. If he states that he doesn't know what value to place on his dwelling, try to help him to arrive at a mutually acceptable figure. In any event the value groups are broad enough to allow for a fair margin of error.



20. Monthly rent of tenant-occupied dwellings.- At each non-farm tenant-occupied dwelling you will enquire what rent was paid or payable for the month of October, 1949. The rent actually paid or payable should be reported regardless of whether it includes furniture, heating fuel, electricity, cooking fuel, water, or private garage. However, as in the case of value, only rental paid for the dwelling and household facilities is to be entered. If but one rental is paid for both a dwelling and a business premises in the same building, deduct the estimated rental value of the store or business premises from the total rent paid.

(Question 7)

Where two or more families or individuals living in the same dwelling pay rent separately to the landlord of the dwelling, you will calculate the total payment made by all and mark it on the population card of the head of the household.

Note that the rental groups are in even dollars. If someone reports a rental of \$24.50 or \$24.75, record it in the \$20 - \$24 rental group. Also note that provision is made in the top oval for persons such as clergymen, janitors, or farm employees who receive free living quarters as part payment for their services, as well as for any other households who are provided with rent free quarters.

21. Type of structure.- "Type of structure" provides for the classification of dwellings into five categories according to the type of building or structure in which the dwelling is located. Let us examine each of these in turn.

(Question 8)

Single: This refers to a building constructed for dwelling purposes only and designed to accommodate one family or household group. It is the most common type of home especially in rural areas, and in most cases will present no difficulty in classification. However, many homes have been built originally as single houses, but have later been structurally converted into duplexes or apartments. They are then no longer single houses. But a genuine structural change to provide separate self-contained living quarters must have taken place before a single house can be properly reclassified as a duplex or apartment. The mere renting out of the second storey of a single house to another family does not warrant changing its status, and the second storey family will not constitute a separate household.



Duplex or Triplex: This classification will be given to dwellings located in a structure where the division into separate dwellings is horizontal, that is, where there is one and only one dwelling on the ground floor with one structurally separate dwelling above it on the second floor. This would be the duplex type. If

the building is three stories high with a third dwelling on the top floor, it then becomes a triplex.



Apartment or suite: This type is the most difficult to classify and is subject to the widest variety of cases. It will include dwellings located in large apartment blocks, dwellings located over or at the back of stores, garages, or other business premises, private dwellings in institutions, janitors' quarters in factories, warehouses, schools, churches, etc., double houses or rows and large single houses which have been structurally carved up to form self-contained, separate suites. Diagrams showing different types of dwellings are found on pages 50-55 in the Housing section of this manual. These have been carefully planned -- not only to guide you in determining what is and what is not a dwelling, but also to assist you in classifying the type of structure.



Double or row: These types involve a vertical division of the structure into separate dwellings, in contrast to the duplex or triplex where the division is horizontal. A double house is a structure with two dwellings side by side; a row (sometimes called a terrace) consists of three or more such dwellings side by side.



Other: Into this category will be placed all the unusual types of dwellings listed on page 10 of this manual, such as house-boats, trailers, etc. The distinguishing feature of this type of structure is that, in general, it is designed only for make-shift or temporary accommodation and counts as a dwelling only if it is occupied by a person or persons who have no other place of residence. In addition, hotel and institutional dwellings will be entered in this category.

22. Sex: In cases where the information is obtained from another member of the household, compare the Christian name with the sex given. However, where the Christian name could apply to either sex e.g., Beverly, Leslie, Francis, etc., and the sex cannot be inferred from the relationship to the head, e.g., lodger, partner, employee, etc., you must exercise particular care.

23. Marital Status: Enquire of each person whether he or she is single, married, widowed, or divorced. If the answer "married" is given, you must then enquire if the married couple are living together. If so, they will, of course, both be enumerated in that dwelling on white cards, even though one or the other may be temporarily absent on business, as, for example, a travelling

What is wanted is the marital status of the

person as of the census date. A divorced person who remarried prior to Oct. 23, 1949, is no longer divorced and should be shown as married on his card.

salesman out of town during the week but returning to his family on week-ends.

An entry should be made in the oval "married (not living together)" for married couples, who, for any reason, are maintaining separate domiciles and are thus enumerated at different addresses. The respondent must not be asked to state the reason for the separation.

24. Age at Last Birthday.- The age of every person born before midnight October 23, 1949, must be entered by marking the ovals in the left hand side of question 11. Both columns in this side of the enquiry must be marked - for example, 0 - 3 for a person three years old. For persons under 1 year, mark 0 - 0 in the left hand ovals and write in the number of completed months in the space provided - for example, a child 29 days old will be entered as 0 months; a child, 1 month and 10 days old will be entered as 1 month. For persons over 100 years of age, mark 9 - 9 in the ovals of question 11 and write the age in the space provided.

Many persons have a tendency to report their age in round numbers which do not represent their exact age. When an age is given as ending in 0 or 5 the person should be asked tactfully if that is his exact age.

When you have presumably arrived at the enumeration of the youngest member of a household with children under 16 years of age you will enquire if this is the youngest for whom family allowance is paid. One of the purposes of this enquiry is to make certain that young children are not overlooked by the respondent in giving information about the members of the household. If the answer is "yes" mark the oval in the space provided. If a negative answer is received you must make further enquiries and on determining the youngest for whom family allowance is paid, mark the indicated space on that person's card. Note that this enquiry refers to the youngest member of the household, not the youngest of the family. In cases where two or more families occupy a household only the youngest member of the household will be recorded in this manner.

25. Years of Schooling.- An entry will be made in question 12 for every person enumerated. Mark the oval indicating the total number of school years the person attended any kind of educational institution such as primary school, technical school, secondary school, college or university. Time spent in kindergarten or nursery schools will not count as years of schooling.

School grades cannot be accepted as an answer to this enquiry,

since grade numbers have not the same meaning in terms of completed school years in the different provinces.

Private tuition or night school will count for the number of years of formal schooling to which it is equivalent. For children still at school include the current school year. If a person has never attended a school or other institution of learning or never had private tuition mark "none" in the space provided. This applies for example to young children who have not yet started their schooling.

26. Religion.- The professed religion of each person enumerated will be entered in question 13 of the Population Card, specifying the religious body, denomination, sect or community to which the person adheres or belongs or which he or she favours.  
(Question 13)

Ovals are provided for the more common religious denominations likely to be encountered. Any others, as, for example, Salvation Army, will be written in by you in the space provided.

If sons or daughters in a family belong to or favour a different religion from the parents, or either parent, the fact shall be recorded. In the case of children of immature years, the religion in which they are being trained or brought up shall be recorded.

Remember that what is wanted is a definite religious sect or denomination - not a broad or general statement such as Christian or Protestant.

Indefinite terms such as Protestant, Christian, or Believer should not be accepted as an answer to this enquiry. You must at all times try to obtain the name of a specific religious body.

In particular, care should be taken that persons of the Greek or other Eastern Catholic rites owing obedience to the Pope in matters of faith are distinguished from adherents of the Greek or other Orthodox Churches. The entry to be written in the appropriate space in this column for persons belonging to the former will be "Greek Catholic", and for persons belonging to the latter, "Greek Orthodox". The term "Greek Church" should not be accepted as an answer to the enquiry in this column. Again, owing to the organization of "The United Church of Canada", persons calling themselves Presbyterians, Methodists, or Congregationalists shall be asked if they are or are not members of the United Church of Canada, and the answer should be recorded as given. Also, people who report their religion as Church of England should be recorded as Anglican.

27. Ethnic Origin.- Definition: The word "ethnic" refers to a class of individuals sprung from a common stock or a group having a distinctive culture.  
(Question 14)

It is imperative to understand that very often a person's ethnic origin and nationality or country of allegiance are different. For instance, the Canadian nationality comprises many different origins, e.g., English, French, Irish, Scottish, Welsh, Italian, German, etc.

As in the case of religion, ovals are provided for the more commonly found ethnic origins. Any others are to be written in the space provided below the series of ovals.

The name of a country from which a person came to Canada does not necessarily give indication of that person's ethnic origin. For example, a person may have come to Canada from Austria, but may be of Polish, German, or Italian origin. The Ukrainians (Ruthenians) are a striking example. There is no Ukrainian (Ruthenian) country of birth or nationality, but Ukrainians have come to Canada from Poland, Russia, Austria, Hungary, and other countries of Europe through which they are dispersed. No matter from what country they may have come, their ethnic origin is "Ukrainian". It is therefore necessary for the enumerator to ascertain a person's ethnic origin separately from his country of birth, and from his country of allegiance.

Do not enter Canadian or American as an ethnic origin. These terms refer to country of birth or country of allegiance.

How ethnic origin is traced: As a general rule, a person's ethnic origin is to be traced through his father. For example, if a person's father is English and his mother French the ethnic origin shall be entered as English, while a person whose father is French and whose mother is English shall be entered as French; similarly for other combinations. For Canadian aborigines, the entry shall be Indian or Eskimo, as the case may be.

For persons of mixed white and Indian parentage and coloured stocks the ethnic origin reported will be as follows:

Ethnic origin is traced through the line of the father, except where one parent is white the other coloured, in which case the non-white origin is accepted.

- (a) For those living on Indian Reserves the ethnic origin to be marked in Enquiry 14 will be Indian;
- (b) For persons not on Reserves the ethnic origin will be determined according to the origin on the father's side. If there is any doubt as to the origin of the father, the surname of the person will be considered by the enumerator in entering the ethnic origin.
- (c) For persons belonging to coloured stock (i.e., the black, yellow, and brown races) write in space allocated, Negro, Japanese, Chinese, Hindu, Malayan, etc..
- (d) The children begotten of marriages between white and black, or white and Chinese, etc., shall be written in as Negro, Chinese, etc., as the case may be, in the space allotted, regardless of whether the coloured origin is traced through the father or through the mother.

28. Official Language.- In Canada there are two official languages, the French and the English. In this question on the Population Card (question 15) only these two languages are to be considered. If the person speaks another language besides English or French or both, that will be considered under mother tongue, (question 16), if the language fits the definition; otherwise it will be ignored. For example, a person may be able to speak English and German, but for the purpose of the enquiry on official language he will be considered as speaking "English only".

For infants the language spoken (English, French, or neither) will be determined by the language commonly spoken in the home. In no case will the oval "speaks both" be marked for an infant, even though it appears likely that he will eventually become bilingual. In the case of deaf mutes, the language in which they make themselves understood will apply.

29. Mother Tongue.- By mother tongue is meant the first language spoken in childhood if still understood by the person. A child should not be given the same mother tongue as one of the parents unless that is the language the child first learned and unless it is still understood by the child. For infants the language commonly spoken in the home shall be entered.
- Study the definition carefully.  
 "Mother tongue" is not, as some people seem to think, defined as the language spoken by the mother. Make this point clear to the respondent.

Principal languages: In addition to English and French, the following languages include those most likely to be spoken in Canada as "Mother tongue", and the enumerator should avoid recording other names when one given in this list can be applied to the language spoken:-

The asterisks indicate the mother tongues for which ovals have been provided. All others, as they occur, would have to be written in the space provided on the population card.

Arabic	x German	x Polish
Armenian	Greek	Portuguese
Austrian	Gypsy	Romanian
Bohemian	Hebrew	Russian
Bukovinian	Hindu	Ruthenian
Bulgarian	Hungarian	Serbian
Chinese	Icelandic	Slavonian
Cree	x Indian	Slovak
Croatian	x Italian	Slovene
Czech	Japanese	Slovenian
Dalmatian	Jewish	Spanish
Danish	Korean	Swedish
x Eskimo	Lettish	Syrian
Estonian	Lithuanian	Turkish
Finnish	Magyar	x Ukrainian

Flemish	Montenegrin	Walloon
Frisian	Moravian	Welsh
Gaelic	x Netherlands	x Yiddish
Galician	x Norwegian	

- 30 Place of Birth. - If the person was born in Canada indicate the province or territory by marking the appropriate oval. (Note that the ovals for Yukon and Northwest Territories are placed at the top of the column above the ovals reserved for the provinces.)

Province or territory is required if born in Canada. Country of birth if born outside Canada. Country of birth refers to present national boundaries - not necessarily those in existence at the time of birth or of emigration to Canada.

For persons born outside of Canada, indicate the name of the country by marking the appropriate oval, or, if not listed, write in full the name of the country of birth in the space provided. Do not use abbreviations.

For persons born outside of Canada, mark the country of birth as it is now constituted. This rule has particular bearing for persons born in certain parts of Continental Europe. For example, a person born in Lvov would be recorded as birthplace Russia, although before the recent war that city was situated in eastern Poland. If, due to recent changes in national boundaries, a person is uncertain as to what name to give to the country of his birth, he should be asked to give the name of the province, or state in which he was born, as Alsace-Lorraine, Bohemia, Croatia, Galicia, Moravia, Slovakia, etc., or the nearest city, as Warsaw, Prague, Strasbourg, etc.; they should be entered in the space provided.

For persons born on a ship at sea, write "at sea" in the space provided.

If a person states his place of birth as Ireland, ask him whether he was born in Northern Ireland or in what is now the Republic of Ireland, and mark his card accordingly. If he is uncertain which part of Ireland his birthplace is located in, ask him the name of the county of his birth. For your guidance the counties of Ireland are listed below:

Northern Ireland: Antrim, Armagh, Down, Fermanagh, Londonderry, Tyrone.

Republic of Ireland: Carlow, Cavan, Clare, Cork, Donegal, Dublin, Galway, Kerry, Kildare, Kilkenny, Kings, Leitrim, Limerick, Longford, Louth, Mayo, Meath, Monaghan, Queens, Roscommon, Sligo, Tipperary, Waterford, West Meath, Wexford, Wicklow.

If a person states his place of birth as Ulster this answer cannot be accepted, since six of its nine counties comprise Northern Ireland, while the remaining three are part of the Republic of Ireland.

31. Country of Allegiance.-  
(Question 18)

This enquiry refers to the respondent's citizenship. You will ask the question "To what country does - - - owe allegiance; in other words, to what country does he have rights of citizenship?" In most cases the reply will be Canada. Three possibilities then arise and you will act according to the following instructions:

- (a) If the person was born in Canada, you will accept his statement regarding Canadian citizenship without further questioning.
- (b) If the person was born in the United Kingdom or another part of the British Empire, you must satisfy yourself (i) that he or she has lived in Canada long enough (5 years) to acquire Canadian domicile, or (ii) in the case of a woman, that she has become eligible for Canadian citizenship through marriage to a Canadian citizen, or (iii) that he or she is a minor child of a Canadian father.
- (c) If the person was born in a foreign country, you must satisfy yourself that he is entitled to call himself a Canadian citizen (i) by having completed naturalization or citizenship papers, or (ii) in the case of a woman, by her marriage to a Canadian citizen (see below), or (iii) in the case of a minor, by being the child of a Canadian father.

Ovals are provided for some of the countries most commonly encountered in this enquiry. Adopt the usual procedure of writing the name in the space provided in the case of any country for which there is no oval.

In the event that the respondent's reply to your original question regarding country of allegiance is a country other than Canada, you will accept his statement without question, provided that his place of birth was given as a country other than Canada. However, if his place of birth was Canada, you must question him further. It may be that he has never renounced his Canadian citizenship, in which case he should be marked as owing allegiance to Canada.

Cases will probably arise in which a person is uncertain of his citizenship. In such cases you must be guided by your own knowledge of the Citizenship Act, and by the foregoing instructions. The following general rules regarding citizenship of married women and minors may also assist you in dealing with such cases.



Canadian Citizens.- The following are citizens of Canada, and for them the entry in this enquiry will be "Canada":-

- (a) Every person born in Canada or on a Canadian ship, unless such a person has become the citizen of another country.
- (b) Every person born outside of Canada (elsewhere than on a Canadian ship), whose father was a Canadian citizen at the time of that person's birth, unless such a person has become the citizen of some other country.
- (c) Every British subject who has completed five years residence in this country after his entry as an immigrant. If this five years of residence is completed after the passing of the Canadian Citizenship Act on June 27, 1946, a certificate of Canadian citizenship must be applied for and obtained.
- (d) Every person who has been granted a certificate of naturalization before the passing of the Canadian Citizenship Act, or a certificate of citizenship after the passing of the Act.
- (e) See below for special conditions governing married women and minors

Any period of service in the armed forces of Canada, or employment outside of Canada in the public service of Canada or of a province thereof - counts as residence in Canada.

Citizenship of married women.- A Canadian woman marrying an alien retains her Canadian citizenship unless she voluntarily files a declaration of alienage.

Any woman who, before the passing of the Canadian Citizenship Act, was married to a Canadian, automatically has Canadian citizenship.

Any woman who was a British subject and was married, after the passing of the Act, to a Canadian citizen, automatically takes on Canadian citizenship.

Any alien woman married after the passing of the Act to a Canadian citizen can become a Canadian citizen only after a year's residence and the obtaining of a citizenship certificate.

The death of the husband does not affect the present status of his widow.

Citizenship of minors.- Any minor born in Canada whether or not his parents have Canadian citizenship is a Canadian citizen according to the laws of this country.

Any child born outside Canada of parents who are Canadian citizens will retain his Canadian citizenship until he reaches the age of 21, at which time he may or may not, according to his choice, remain a Canadian citizen.

A child born outside Canada to parents who, since his birth, have applied for and obtained Canadian citizenship may himself be granted a certificate of citizenship on the application of the responsible parent if he has been lawfully admitted to Canada for permanent residence.

Under the present Citizenship Act, it is provided that every foundling who is or was first found as a deserted infant in Canada shall, until the contrary is proved, be deemed to have been born in Canada.

**Stateless persons.-** There are in Canada, a certain number of persons who do not owe allegiance to any country. This is due mainly to the fact that they have lost their foreign nationality by taking the oath of allegiance to His Majesty during World War I, or to other causes, and have not acquired British nationality. Enter such persons as "stateless".

**32. Period of Immigration to Canada.**- The period during which each person born outside of Canada first came to reside in this country shall be marked in the appropriate space. In the hyphenated group of figures, e.g., 1911-20, the figures are inclusive.

(Question 19)

**33. War Service.**- War service in this enquiry has reference only to the two world wars (World War I, 1914-18, and World War II, 1939-45). Service in other wars such as the South African War or the Spanish Civil War, for purposes of this enquiry, will be disregarded.

(Question 20)



War service means enlistment for active service in the armed forces of any country, friendly or enemy, during the period of hostilities. The armed forces will include the Army, the Navy, the Air Force, the Marines (United States), and the Nursing Corps. This excludes service in a civilian capacity with such organizations as the Red Cross, the Merchant Marine, Voluntary Aid Detachments (V.A.D.), Air Raid Precaution units, Fire Fighters, Y.M.C.A., Knights of Columbus, Salvation Army, etc.

34. Labour force classifications (Questions 21, 22, 23, and 24).- This information is to be used to classify all persons 14 years of age and over according to their status in the labour force; i.e. employed, unemployed, or not in the labour force during the week ending October 22nd. All entries concerning one individual should be completed before questions are asked concerning another.

The four questions all refer to the week ending Oct. 22, 1949.

Once the entry in Question 21 has been made the answer to each of Questions 22, 23, and 24 is always either "no" or "yes" if the question is applicable. Only in case the question does not apply should no entry be made.

These questions must be asked in the order in which they are arranged on the Population Card, and must be asked in exactly the same form as given on the population card.

The answer to Question 21 will in most cases be sufficient to define the labour force status of an individual. However, there are some people actually in the labour force who have a major activity or status other than working. In this class, for example, are housewives and students engaged in part time work. In order not to miss this group, Question 22 is designed to determine those who did some work but did not regard working as their major activity. Question 23 is concerned with those who were not working but were looking for work although they did not consider looking for work as their major activity. Question 24 is concerned with those people who had jobs but were neither working nor looking for work and who did not report holding a job as their major activity.

After the entries to Questions 21 to 24 have been made, they should be checked for consistency and completeness. Sometimes, information will be given in answer to Questions 22, 23, and 24, which will necessitate a revision of the entry in Question 21.

- 34a. Major activity for the week

(What was the person doing during the week ending October 22nd? - Question 21).-

The major activity or status of each individual 14 years of age and over is to be marked in the appropriate space provided in Question 21.

In the majority of cases, after the purpose of the labour force questions has been explained, the answer to Question 21 will give a clear indication of the labour force status. If the question is not clear to the person interviewed, it may be helpful to ask additional questions such as:

"Where you keeping house?"  
 "Was your husband working?"  
 "Was your son going to school?"

- (a) - Working for pay or profit, or doing unpaid family work on a farm or in a business.- The following would be included in this classification:

(1) work performed during the week ending October 22nd in private or government employment for wages or salary, at piece rates, on commission, for tips, for board or lodging, or for payment in kind;

This entry refers to work done for pay in private or government employment; work done for profit on a farm, in a profession, or in a business; unpaid family work done on a farm or in a business operated by some related members of the household; or work done by employees of institutions and religious orders who only receive room and board and, possibly, tuition, but no fixed money payments, for their services.

(11) work performed by a person during the week ending Oct. 22nd for profit or fees in his own business or profession, or on his own farm. This includes persons who work for profit or fees in their own home such as a woman who takes in laundry or sewing;

(111) work performed by a person during the week ending Oct. 22nd without money, wages or salary, at tasks (other than housework) which contributed to the operation of a farm or business operated by a member of the household related by blood or marriage. Examples would be a farmer's son who helped around the farm during his vacation from school and the wife of a grocer who worked in the store without salary or wages. Incidental work and chores are also considered to fall in this classification if they contribute to the operation of the farm or business;

(1V) work performed during the week ending Oct. 22nd in connection with renting rooms or providing meals for boarders;

(V) time spent in the operation of a business or profession even if no sales were made or professional services rendered. Examples would be a fisherman repairing gear or nets for future operations, or a lawyer spending his time in his office waiting for clients.

The following would not be included in this classification:

(1) unpaid work for a related member of the household which does not contribute to the operation of a farm or business. Examples of this type of work are home housework, cutting the lawn, painting the garage, etc.

(11) unpaid work done for a related member of the household who does not operate a farm or business, but is himself an employee. For example, if a boy works after school without pay for his father who is the paid manager of

a filling station, the boy would not be regarded as working since his father is not the owner or operator of the business. However, if the father owned or leased the filling station, his son would be considered to be working;

- (11) unpaid work done by a person for a member of the household to whom he is not related by blood or marriage;
- (1V) unpaid work done for a related person who is not a member of the same household;
- (V) work done without pay in cash or kind by volunteer workers for organizations of all types (Red Cross, charitable organizations, church groups, etc.);

The following paragraphs will help to determine the status of seasonal, occasional, and irregular workers:

#### (1) seasonal workers

The normal working season of fishermen, lumbermen, stevedores and other seasonal workers prevalent in the district is usually known to the enumerator. During this working season, all such persons should be classified like any other member of the labour force. Thus, if the seasonal worker was actually engaged in his main occupation he should be marked "Working". He should be marked "Job but not at work" in all cases where he had a definite job but did not work at it during the week ending October 22nd because of illness; bad weather; vacation; labour dispute; or temporary layoff with definite instructions to return to work within 30 days of layoff. "Looking for work" is the proper oval to mark for persons who were making efforts to obtain a job in the seasonal industry, and also for those who were waiting for the termination of an indefinite layoff during the active season.

All seasonal industries have an idle season lasting several months. If the week ending Oct. 22nd coincides with the idle season of a seasonal industry, the classification of seasonal workers is altered. Those persons who are active only seasonally and who do nothing between seasons, should be marked "Retired or vol. idle" during this period. Many fishermen, loggers, etc., engage in other occupations during the slack season and their labour force status should then be determined in terms of their secondary occupation. For example, a lumberman looking for work as a farm helper during the summer months should be marked "Looking for work" and not "Job but not at work" even though he is assured of a job with a logging company as soon as logging operations start in the fall.

#### (11) occasional or irregular workers

Persons who work for pay or profit or as unpaid family workers for irregular periods may fall into any one of the

activities shown in question 21. The major activity to be marked depends, of course, upon what they were actually doing during the week ending Oct. 22nd. Some, for example, might be appropriately marked in the ovals "Working", "Retired or vol. idle", "Going to school", "Keeping house", etc., while others who were working but who did not consider working as their chief activity for this period might be correctly, reported as "Other", "Keeping house", etc., in question 21 with "yes" in question 22. Other similar combinations are possible. Persons working occasionally as handyman, charwomen, etc., who made no effort to obtain employment during the week ending Oct. 22nd should not be classified as members of the labour force, but should be shown as non-workers.

(111) Part-time workers

For persons who have a regular part-time job for pay or profit or as unpaid family workers but who do not consider this part-time job to be their major activity, the ovals "Keeping house", "Going to school", "Retired or vol. idle", and "Other" in Question 21 are to be used followed by "yes" in one of the next three questions.

(b) - Permanently unable or too old to work



This oval is to be marked for individuals who, according to the respondent, are permanently unable to work because of old age, physical or mental disability, or chronic illness. The distinction between permanent and temporary disability or illness depends upon the statement of the person interviewed and not on the judgment of the enumerator.

(c) - Looking for work



All persons marked "looking for work" should fall into one of the following categories:

- (1) Actively looking for work - This refers to the case where a person is making efforts to obtain a job, or establish a business or professional practice. Such efforts may consist of registration in a government employment office, meeting with prospective employers, placing or answering advertisements, writing letters of application, or working without pay in order to gain experience.
- (11) Not actively looking for work because of temporary illness - This refers to those who would have been actively looking for work but were prevented from doing so

because of their own temporary illness or disability. Individuals in this class are in the market for jobs and, in most cases, have been recently either working or actively looking for work. This category does not include those prevented from looking for work because of the illness or disability of another person. Persons who were temporarily ill but would not have been actively looking for work if well, are also to be excluded from this category.

This code includes: persons who were actively looking for work during the week ending Oct. 22nd; persons who would have been actively looking for work except for temporary illness, indefinite layoff, or the belief that no work was available.

- (111) Not actively looking for work because of indefinite layoff-Persons in this category are those laid off from a job at which they were working without definite instructions to return to work within 30 days from the time of being laid off. They are in the market for jobs but were not actively looking for work during the survey week because they expected to be called back to their old jobs. This group should exclude persons who work only sporadically.
- (1V) Not actively looking for work because of a belief that no work was available in the community or in their line of work - Individuals in this category will usually be residents of a community where there are only a few important industries which were either shut down or operating at less than capacity during the week ending Oct. 22nd. This group also refers to persons who would have been actively engaged in looking for work except for the fact that there were no jobs available in the community suitable to their particular skill. Persons not actively looking for work because they are too old, too young, or handicapped in any way to be excluded from this category.

(d) - Job but not at work

This includes all those who had a job or business but did not work because of illness, bad weather, vacation, labour dispute, or temporary layoff with definite instructions to return to work within 30 days of layoff.

A person who did not work during the week ending Oct. 22nd and who will be laid off for more than 30 days should not be marked "Job but not at work".

This category also includes the following:

- (1) farm operators who did not work during the week ending Oct. 22nd for any of the above reasons;
- (11) persons who had obtained new jobs at which they were actually scheduled to begin work at some future date;
- (111) persons who had arranged to go into business or begin operating a farm at a definite date in the future;

- (1V) school teachers on vacation who are under contract or have definite arrangements to resume teaching at a definite date in the future;

(e) - Keeping house

Do not include under "Keeping house" paid housekeepers and other paid domestic helpers. They should be marked "Working".

This oval should be marked for all persons who, according to the information given to the enumerator, were primarily occupied with their own housework during the week ending Oct. 22nd. It is possible for several members of the same household to be marked "Keeping house" provided they are engaged in keeping house or helping with the housework. This code also should be entered for those who would have been keeping house as a major activity except for temporary illness.

It is not essential that an individual be engaged in the actual operations of cleaning, cooking, and washing. "Keeping house" will also refer to persons whose main activity is the management of their own homes or children, even though the actual housework may be done by servants under their direction.

(f) - Going to school



This oval should be marked for individuals whose major activity was attendance at any kind of public or private school or university, including trade or vocational schools in which students receive no compensation in money or kind. Veterans who are attending school or university and receiving maintenance grants from the government are not considered as receiving compensation or pay and should be marked "Going to school".

Mark "Going to school" also for persons who indicate that their major activity during the week ending Oct. 22nd would have been attendance at school except for temporary illness or short vacation. Students on summer vacation are not to be marked "Going to school" unless they are in a summer school, but are to be marked according to the major activity during the survey week.

(g) - Retired or voluntarily idle



This oval is to be marked for persons able to work since those unable to work are marked "Permanently unable to work". In most cases the oval "Retired or vol. idle" will be marked for former workers, retired on pension or with independent incomes. However, "Retired or vol. idle" will also refer to young people who are not looking for a job and are not keeping house or going to school.

Seasonal workers who are not working in the off-season for a continuous period of 30 days or more are to be marked



"Retired or vol. idle" provided they are not looking for work. This does not include school teachers on summer vacation, who are to be marked "Job but not at work" provided they have definite arrangements to resume teaching in the fall.

(h) - Other

Mark this oval for all persons whose major activity or status does not appear to be described by any of the other activities. A mark in this oval requires that the major activity in which such persons were engaged during the week of Oct. 22nd, or some other description of the situation, should be given in part of the space provided for Question 26.

Some examples of persons who might be marked "Other" are as follows:

- (1) Persons who were ill during the week ending Oct. 22nd and who did not indicate what they would otherwise have been doing;
- (11) persons who volunteer their services without pay in cash or kind to such organizations as the Red Cross, etc;
- (111) persons who work without pay for a member of the household who does not operate his own farm or business;
- (1V) persons who work without pay for a relative or other person not a member of the household;
- (V) inmates in institutions. See definition of "Inmates" on page

34b, Secondary activities for the week

In addition did this person do any work during the week ending Oct. 22nd for pay or profit or unpaid family work on a farm or in a business? - (Question 22)

Do not mark either "yes" or "no" for all persons to whom Question 22 is not applicable..

This question should be asked specifically of all persons except those marked "Working" or "Permanently unable to work" in Question 21. These persons have already indicated that they are either working or unable to work and it would not be sensible to ask again if they were working. It is this question which will show whether housewives, students, or retired persons are engaged in part-time work. Mark either "yes" or "no".

The following are examples of cases which would require an entry of "yes" to Question 22:

- (1) a housewife marked "Keeping house" in Question 21, who helped her husband in his grocery store during the week ending Oct. 22nd;

(11) a boy, marked "Going to school" in Question 21, who works Saturdays for pay;

(111) a person marked "Retired or vol. idle" in Question 21, who does not want a full-time job but worked part time in a department store for a day or so during the week ending Oct. 22nd.

Female  
workers  
on farms

Special care should be taken with female unpaid family workers on farms, who are principally engaged in keeping house and, hence, marked in the oval "keeping house" (question 21). These are to be marked as "yes" in Question 22 only if they devoted one hour or more during the week ending Oct. 22nd definitely to farm work as distinct from housework and household chores.

Did this person look for work during the week ending Oct. 22nd?-(Question 23).

Do not mark  
either "yes" or  
"no" for all  
persons to whom  
Question 23 is  
not applicable.

This question should be asked specifically of all persons marked in Question 21 as "Job but not at work", "Keeping house", "Going to school", "Retired or vol. idle", or "Other" and in Question 22 as "no". The definition of "Looking for work" is the same as that given above under Question 21 "Looking for Work". Enter either "yes" or "no".

Did this person have a job or business at which he did not work during the week ending Oct. 22nd?-(Question 24.)

Do not mark  
either "yes" or  
"no" for all  
persons to whom  
Question 24  
does not apply.

This question should be asked specifically of all persons for whom the entries in Question 21 was "Keeping house", "Going to school", "Retired or vol. idle, or "Other", and for whom the entries to Questions 22 and 23 were both "no". The definition of "having a job or business at which he did not work" is the same as that given for the entry "Job but not at work" in Question 21. Mark either "yes" or "no".

This category will include farm operators and other self-employed persons who did not work during the week ending Oct. 22nd because of temporary illness, bad weather, or similar reasons. Persons who have been laid off must have definite instructions to return to work within 30 days of the layoff to be considered as having a job. It is probable that a number of housewives will have jobs but will have indicated that their major activity during the week ending Oct. 22nd was keeping house. Question 24 is intended to yield a more complete count of all such persons with jobs.

35. Occupation and industry classifications (Questions 25, 26, 27, and 28).- Questions 25, 26, 27, and 28 should be asked of all persons for whom the entry in Question 21 was "Working", "Looking for work", or "Job but not at work", or for whom the entry in Questions 22, 23, or 24 was "yes". For each such individual, the enumerator should enter the class of worker, the firm name, the industry, and the current job, if the person has one, or, if not, the most recent full-time job lasting two consecutive weeks or more.

The following cases will require special treatment:

Enter a dash  
for all  
persons to  
whom ques-  
tions 26, 27,  
and 28 are  
not applic-  
able.

- (1) persons with two or more jobs - For a person who worked at two or more jobs during the week ending Oct. 22nd, the firm name, industry, occupation and class of worker should refer to the job at which he worked the greater number of hours. If an individual normally works at two jobs but worked at only one during the week ending Oct. 22nd, then the entries should refer to the job at which he usually works the greater number of hours;
- (11) persons who never had a full-time job - If an individual was looking for work, but never had a full-time job, enter "none" in Question 26 and leave Questions 25, 27, and 28 blank.

35a. What class of worker does this person belong to? - (Question 25).

#### Wage-earner

Mark the appropriate oval for each person reporting an occupation in Question 28.

Any person who works for wages, salary, piece rates, commissions, tips or payment in kind should be marked as "wage-earner" in Question 25. This category includes persons in managerial positions such as factory superintendents and foremen whose work is supervisory as well as office clerks, labourers, paid apprentices, paid trainees and others who receive payment for their work in money or in kind.

Some examples of paid workers are:

No distinction is made between paid workers for private employers and paid workers employed by either the local, provincial or federal government. Both categories are to be marked "wage-earner".

- (1) clerk in a department store;
- (11) machine operator in a factory;
- (111) life insurance salesman working on commission;
- (1V) waitress working for tips;
- (V) salaried manager of a bank;
- (VI) truck driver working for a private company which is engaged in government work on a contract basis;
- (VII) manager of a gas station who pays a boy to help him out of his own wages;
- (VII1) locomotive fireman for the Canadian National Railways;
- (IX) executive of the Ontario Hydro-Electric Power Commission;
- (X) teacher in a private school;
- (XI) clerical, professional or executive employees of government departments;
- (XI1) judges;
- (XI11) persons on jury duty;
- (XIV) public and high school teachers.

Own account

Do not mark a person "own account" if he pays any salary or wages either in cash or kind to employees in his business, or if he received any wages or salary from an employer.

Mark "own account" for a person who worked at the occupation entered in Question 28 on his account (i.e. on his own farm or in his own business or professional enterprise) and who did not employ any workers in his business other than unpaid family workers.

Some examples of people working on their own account are:

- (I) Farmer who hires no hands (except unpaid family workers);
- (II) proprietor of a grocery store who hires no workers to assist him;
- (III) doctor, lawyer, or other professional person who works for fees and who hires no assistants;
- (IV) woman who operates a rooming house and employs no one to assist her;
- (V) huckster who neither employs any wage or salary workers nor is himself employed by another person;
- (VI) partners in a business who employ no wage or salary workers.

Employer

Mark "Employer" for a person who operated his own farm or his own business or profession, and employed any helpers or workers (Other than unpaid family workers or unpaid apprentices) during the week ending Oct. 22nd, 1949, in connection with the firm name, industry, and occupation entered in Questions 26, 27, and 28.

The term employer does not include the superintendent, manager, or foreman, or other executives employed to manage an establishment or business. All such persons should be considered as wage or salary earners, for while any of them may hire or fire persons, none of them does so in operating his own business.

No individual employed by a company, either as an officer or otherwise, should be considered as an employer.

Some examples of employers are:

- (I) farmer who hires a man to help on his farm for money wages or for room and board, or pay in kind, or who pays money wages to his son or other relative to work on the farm;
- (II) an independent carpenter or plumber who hires one or more helpers;

- (111) partners or part-owners in a business which employs wage or salary workers;
- (1V) owner of a business enterprise who employs any persons (other than unpaid family workers or unpaid apprentices) in his business;
- (V) physician, dentist, or other professional person who works for fees and hires one or more paid helpers (nurse, stenographer, etc.)

### No pay

#### (a) Unpaid family worker on a farm or in a business.-

Mark "No pay" for a person who worked without pay on a farm or in a business operated by a member of the household to whom he was related by blood or marriage. This work must actually contribute to the operation of the farm or business. Home housework is excluded.

Unpaid family workers usually receive room and board but in their cases this must not be considered as payment in kind or wages; money wages must be involved for a family worker to be classified as "wage-earner". Many unpaid family workers receive a cash allowance, but unless this is at a regular rate and definitely considered as wages for work performed such workers should be marked as "No pay".

Persons performing only incidental chores are to be considered unpaid family workers only if the chores assist in the operation of the farm or business.

Some examples of unpaid family workers are:

- (1) a farmer's son who, during his vacation from school, helps his father on the farm without pay;
- (11) a woman who works in her husband's grocery store without wages or salary;
- (111) The wife of a physician with his own medical practice who keeps her husband's books and other records without receiving a salary.

#### (b) Persons in Institutional Households.- Persons in Institutional households such as nuns, brothers, etc., who receive no money payment should also be marked in the oval "no pay". However, nuns who teach, nurse, etc., and receive money payment for their services should be reported as wage-earners.

35b. Name of firm, business, etc. (Question 26).

### For whom did this person work?-

Enter the firm name of the establishment, company, business, store, shop, association, etc., in which the person is employed or which he operates. If a business, store, shop, etc., is not operated under a firm name, then report the name of the person who operates the business, store, shop, etc. Thus a carpenter working for J.A. Brown would report "J.A. Brown" as the firm name. This entry would be made for all persons employed by him including J.A. Brown himself. However, if J.A. Brown operated his business under the name of say, Brown

Construction Co. Ltd., then the firm name to be reported for all his employees, including himself, would be "Brown Construction Co. Ltd.", and not J.A. Brown.

Enter Municipal Government, Provincial Government, or Dominion Government in the case of persons employed in the respective government services. Red Cross Society, Y.M.C.A., Rotary Club, etc., would be appropriate entries for such organizations, associations, or clubs.

### 35c. Industry. (Question 27)

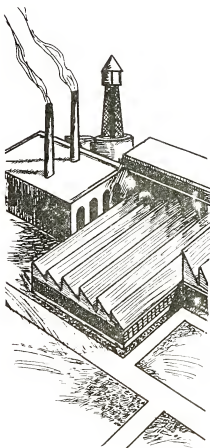
#### What kind of business or industry is this?—

The entry in this column should describe the business or industry of the establishment (not the department) in which the occupation reported in Question 28 is carried on. It should indicate clearly the kind of establishment or business in which the person's occupation was carried on.

The entry should show the branch of business such as manufacturing, retail sales, wholesale sales, mining, etc., and should name the product or service which the establishment produces or renders. The name of the firm or company is not an acceptable entry to this question.

The following notes will help to clarify some cases that may cause difficulty.

- (1) The entry should be as specific as possible. Instead of such general entries as factory, foundry, mill, shop, mine, etc., the enumerator should make such entries as paper box factory, brass foundry, cotton textile mill, retail grocery store, copper mine, etc.
- (11) Never enter public utilities but always specify the particular industry such as electric light and power company, telephone company, street railway, etc.
- (111) The trucking and transfer business may offer some difficulties. Even though truck drivers or owners of a trucking business are engaged in hauling milk, logs, lumber, etc. under contract, the correct entry is trucking or cartage and transfer. However, when a person is hired as a truck driver for a logging company or a lumber mill, or any other industry, the appropriate entry is the industry whose product he hauls.
- (1V) Textile mills should be further described as cotton, silk, woolen, rayon, etc. mills.



- (v) Wholesale trade refers to establishments engaged in selling merchandise mainly to retailers. In classifying a retail or wholesale business, always specify the kind of merchandise being sold. Examples would be retail grocery, wholesale drug, retail furniture, gasoline filling station, retail general store, etc.
- (VI) In classifying any industry which manufactures goods the product should be specified. Typical entries would be machine tool manufacturing, leather shoe manufacturing, automobile manufacturing, etc.
- (VII) In a number of important industries in Canada, the primary extractive processes and the secondary manufacturing processes must be distinguished. For example, in the mining industry, distinction should be made between mining, itself and refining, and smelting operations which may be carried on in the same locality. In the pulp and paper industry a distinction should be made between the operations which take place in the woods such as logging, and the secondary manufacturing processes such as pulp making. The distinction between the fishing industry and the fish canning industry should be preserved.
- (VIII) Repair shops should be classified according to the type of work done. Typical entries would be railroad repair shop, watch repair shop, shoe repair shop, etc. The shops and roundhouses which are operated in connection with a railroad should be distinguished from the railroad itself.
- (IX) Enter the department or branch of service for persons employed in the Municipal, Provincial, and Dominion Government Service. Typical entries would be Post Office, Dept. of Education, Dept. of Trade and Commerce, Dept. of Highways, Highway Construction, Water Works, Penitentiary, Fire Dept., etc.

The following are some examples of industries which will indicate the type of entry required:

dairy farming	apartment house	general hospital
copper smelting	public school	meatpacking company
street railway	restaurant	motion picture theatre
Post Office	hotel	bridge building co.
Armed Services	public library	telephone company
life insurance	shipyard	automobile factory
paper box factory	grain elevator	building construction
Dept. of Veterans Affairs	wholesale grocery	auto repair shop
Board of Railway Commissioners	medical practice	lumber mill
railway car shop	steam railroad	department store (retail)
water transportation	United church	furniture factory
domestic service	iron foundry	law practice

## 35d. Occupation. (Question 28).

What is the exact nature of this person's work?-

The entry in this question should describe the occupation of each person to whom the question applies. It should indicate the duties or kind of work performed on the job.

The following notes will show the type of entry required in some cases which may be ambiguous:

- (I) The description of occupation as labourer should be avoided. Usually it will be possible to describe the occupation in more specific terms; such as rock splitter, sewer digger, gardener, etc.
- (II) The entry contractor should refer to persons actually engaged in securing contracts and in the supervision of building or other construction work. It should be distinguished from artisans, such as plumbers, electricians, plasterers, and carpenters.
- (III) The entry clerk should be qualified in all cases by specifying file clerk, shipping clerk, time clerk, etc. An employee of a store who is engaged mainly in selling merchandise should be classed as a salesman or saleslady. Typist, accountants, book-keepers, cashiers, etc., should be classified as such and not as clerks.
- (IV) The use of the entry agent alone should be avoided. The description should be qualified to indicate whether the individual is an insurance agent, real estate agent, advertising agent, purchasing agent, etc.
- (V) In the case of a delivery man, indicate the particular type of vehicle operated by the person as, for example, truck driver, horse vehicle driver, motorcycle driver, bicycle delivery boy, etc.
- (VI) Physicians and surgeons should be distinguished from osteopaths, dentists, chiropractors, and veterinarians.
- (VII) The full descriptive title of an engineer should be given, such as locomotive engineer, chemical engineer, stationary engineer, etc.
- (VIII) The entry nurse should never be made alone but should be further qualified to indicate whether the person is a nurse-in-training, registered nurse, practical nurse, or nursemaid.
- (IX) The entry machinist refers to a person who is skilled in the construction or setting up of machines and





should not be confused with the operator of a machine in a factory for whom an entry such as drill press operator, riveter, screw machine operator, etc. is appropriate.

- (X) Canvasser is the correct entry for persons who go from door to door selling goods or taking orders for goods. Persons who sell merchandise such as fruits, vegetables, peanuts, hot dogs, etc. on the street, from door to door, or at places of amusement should be classed as hucksters.
- (XI) Persons who paint houses or buildings should be classed as painters and not as interior decorators, which is the appropriate entry for a person who designs decorations for homes, hotels, or restaurants and supervises the arrangement of furniture and decorations.
- (XII) The entry farmer refers to an owner or operator of a farm while wage workers or unpaid family workers on the farm should be entered as farm hand, farm labourer, tractor driver, etc. A farm manager is a wage earner, hired by the owner to manage a farm, while a farm foreman directs the farm work under the supervision of the manager or owner.
- (XIII) When a person is a secretary of a business or other organization, the entry should be secretary (executive) to avoid confusion with secretary (stenographer) whose duties involve stenography and typewriting.
- (XIV) The entry "civil servant" is not acceptable as civil servants have specific duties which should be distinguished by such terms as economist, office clerk, stenographer, administrative officer, architect, etc.
- (XV) Persons reporting a professional occupation such as physician, civil engineer, lawyer, dentist, etc., should generally be university graduates. Hence check consistency between occupation and years of schooling.
- (XVI) Report the rank of persons enlisted in the Armed Services.
- (XVII) Nuns are generally assigned specific duties and should, wherever possible, specify the type of work performed as school teacher, registered nurse, nurse-in-training, music teacher, cook, etc.

The following are some examples of occupations which will indicate the type of entry required:

Farm labourer  
stationary engineman  
metal polisher  
electrical engineer  
sales agent  
life insurance agent  
car inspector  
office clerk  
truck driver  
teamster  
graduate nurse  
practical nurse

Janitor  
music teacher  
radio repairman  
cook  
librarian  
carpenter  
bellboy  
shipping clerk  
lawyer  
locomotive engineer  
clergyman  
iron molder

Nurse-in-training  
meat trimmer  
cashier  
civil engineer  
electric welder  
plumber  
car washer  
sawyer  
gardener  
auto mechanic  
sales clerk  
telephone operator

## 36. Usual occupation or Chief Activity (Question 29)

What was this person's usual occupation or chief activity during the past twelve-month period?--

An entry in Question 29 must be made for all persons 14 years of age and over.

Persons 14 years of age and over who are considered as gainfully occupied should report the usual occupation for the past 12 months while those not gainfully occupied should report their chief activity for this period. One of the following entries must be made in each such case:

- (a) the occupation of every gainfully occupied person
- (b) retired
- (c) homemaker
- (d) student
- (e) inmate
- (f) none

In order to avoid confusion it should be mentioned that the information required here refers to the usual occupation or chief activity as applicable to the past 12 month period whereas the information to Questions 21 to 24 and 28 refers to the current occupation or activity applicable to the week ending Oct. 22, 1949. It is true that in many instances the usual occupation or chief activity for the year will be the same as the current occupation or activity for the week but in other cases the two entries will be entirely different. It is possible, for example, that a person would be considered as "working" in so far as Question 21 or 22 are concerned and, hence, report an occupation in Question 28 because he (she) worked an hour or more during the week ending Oct. 22, 1949 and yet this person might be reported as "Student" in Question 29 because "attending school" has been his (her) chief activity for the past 12 months. Similarly a female reported as "Keeping house" during the week ending Oct. 22nd (Question 21) might have been working throughout the greater part of the year and would, therefore, state her usual occupation in answer to Question 29.

For purposes of Question 29, the population 14 years of age and over may be thought of as consisting of two distinct groups of persons, i.e., (a) gainfully occupied and (b) not gainfully occupied. These two categories are defined as follows:

- (a) Gainfully Occupied: The gainfully occupied category includes persons who operate or direct the operation of a farm, mine, or other business, such as a store, repair shop, taxi line, accounting firm, restaurant, etc., or are engaged in a trade or profession, such as a carpenter, plumber, painter, doctor, dentist, etc., with or without paid assistants as well as those who are employed by others on a wage, salary, commission, piece rate, or no pay basis. Persons who had been employed or engaged in the manner outlined above but who have been unemployed for some period prior to Oct. 22, 1949, and are seeking employment or expect to seek employment in the future are also considered as gainfully occupied. Children not attending school and employed most of the time at some occu-

pation or who regularly assist parents in the operation of a farm, store, etc., with or without pay are likewise regarded as gainfully occupied. On the other hand, children working at home merely on general household duties or chores or at odd times at other work as well as women doing housework in their own homes without salary or wages are not considered as gainfully occupied. All gainfully occupied persons should report the usual occupation which they followed during the past 12 months. The usual occupation reported here should be just as precise as the current occupation required in connection with Question 28. Persons who had been unemployed for some period prior to Oct. 22, 1949, should report the last usual occupation followed when employed.

- (b) Not Gainfully Occupied: All persons, 14 years of age and over, who are excluded from the "Gainfully occupied" category above are considered as "Not Gainfully Occupied". This group of persons consists of "Homemakers", "Retired", "Students", "Inmates" and "None".

The definition of each not gainfully occupied category is as follows:

- (1) Homemaker: A homemaker is a woman who has no regular employment, but who is responsible for the management of her own home, without salary or wages. Under these conditions a daughter, responsible for the management of a home for a widowed father or in a place of an invalid mother, is also regarded as a homemaker. However, a woman who regularly keeps lodgers or boarders as a means of livelihood or who has more lodgers or boarders than members of her family is not a homemaker but a "Lodging-house keeper" or a "boarding-house keeper".
- (2) Retired: Persons who had been gainfully occupied but who on account of old age, physical disability, or otherwise are no longer following or seeking a gainful employment are considered as retired, irrespective of whether or not they are still physically or mentally able to work. A woman who had last been a "homemaker" but who is no longer in that category should not be reported as "retired" but as "none".
- (3) Student: A student is a person, 14 years of age and over, who has regularly attended school or college or received private tuition during the past school year even though employed at part time work.
- (4) Inmates: Inmates of institutions on Oct. 22, 1949, should be reported as "inmates" in Question 29, irrespective of whether they were gainfully occupied prior to admittance or were subsequently employed at some productive work within the institution. Only persons in prisons, reformatories, jails, and penitentiaries as well as in mental institutions, and places for the aged, incurables and feeble-minded, i.e., in institutions in which the individuals are restrained by force of law or remain for long periods of time, are considered as inmates of institutions for this purpose. Staffs of these institutions and members of such institutional households as convents, monasteries, and the like as well as persons temporarily in general, isolation, maternity, etc.,

hospitals on Oct. 22, 1949, are of course, considered as gainfully occupied, homemakers, retired, students, or none, as the case may be.

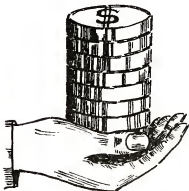
- (5) "None": Persons, 14 years of age and over, who had never been gainfully occupied (provided they are not homemakers, students or inmates), as well as females who are no longer homemakers, are considered as "none".

37. Weeks worked during the past 12 months. (Question 30).— Report the number of weeks worked as a wage-earner during the past 12 months for all persons marked as "wage-earner" in Question 25. When the respondent gives you the information in months convert it to a weekly basis before marking the appropriate ovals. For example, 3 months should be marked as "10-14" weeks; 6 months as "25-29" weeks (not 20-24 weeks) etc. For persons whose employment has been of an irregular character, some assistance in remembering time worked may be obtained from the record of the total earnings received during the past 12 month period.

Questions 30 and 31 apply to persons reported as "wage-earners" in Question 25.

Wage-earners who regularly work only part of each week should be reported as having worked a specified part of the year. For example, a wage-earner who has regularly worked about 3 days a week, or half-time, for the past year will be recorded as working "25-29" weeks. Persons on salary who receive holidays or sick leave with pay shall include such periods as time worked. For example, a teacher will be reported as working 50-52 weeks during the past 12 months, if he (she) has taught the full school year. Only the number of weeks worked as a wage-earner are to be reported.

38. Earnings—Total earnings received during the past 12 months. (Question 31).— The total cash earnings for the past 12 months of every person recorded as "wage-earner" in Question 25 should be marked here. The total earnings for each person previously reported as a wage-earner must include salary, wages, commission, tips, and piece rate payment for the past 12 months. Deductions from pay for income tax, unemployment insurance, bonds, medical plans, union dues, etc., are to be included as earnings. Income from investments, unemployment insurance benefits, workmen's compensation, direct relief, or other similar sources, however, is not to be included, nor income from employment in an "own account" or "employer" capacity. The earnings marked in answer to this question must correspond in all cases with the number of weeks worked as a wage-earner which is reported in Question 30.



Total earnings are to be marked to the nearest hundreds of dollars. For example, \$150 should be marked in the ovals "0" and "200"; \$149 in the ovals "0" and "100";

\$3000 in the ovals "\$3000" and "0"; \$1525 in the ovals "1000" and "500"; \$1575 in the ovals "1000" and "600", etc. Earnings of \$9950 and over are to be entered in the space provided for this purpose in Question 31 and no ovals whatsoever are to be marked in such cases. Mark the ovals "0" and "0" in Question 31 for persons reported as wage-earners in Question 25 who merely worked for room and board or for tuition. However, if in addition to room and board or tuition, they received money payments, then mark the appropriate earnings' ovals to indicate the amount of money or the value of goods received during the past 12 month period. Never include room and board or tuition as part of the earnings.

#### Population Card (blue) - Form 2A

39. Its purpose.- The population card, form 2A, differs from the population card, form 2, which has just been discussed in detail, only in its colour and the fact that it does not come serially numbered and bound in books of 100. Obviously, since it is similar in form, the blue card must be used to record similar information to the white card. The chief difference is that it is used in the enumeration of a different group of people.

In a de jure census, such as we take in this country, every person is supposed to be enumerated at his or her usual place of residence and be counted in the population of that locality. You will see, however, that this represents an ideal situation which could never exist in reality. People are prone to move about and, on any given day, a fair cross-section of the population of Canada will be found in places far removed from their usual places of residence. To account for these people and transfer their census records back to their home sub-districts provides one of the major administrative problems confronting the census staff.

The blue population card (form 2A) is designed to meet this situation. It is to be filled in only for those persons who are not in their permanent, i.e., their usual places of residence at the time of the census, and who should therefore not be counted in the population of the sub-district in which they are being enumerated. In the office processing of the census returns these blue cards will later be transferred to the census sub-district in which the permanent home of the person is situated.

40. How to complete Form 2A.- Now it is quite obvious that this transfer of blue cards cannot be made unless the person's permanent address is on the card. It is therefore essential that the address you enter in question 2 on the blue card must be the permanent address - not the address at which you are enumerating the person. The same thing applies to the data on households and dwellings (questions 3, 4, 6, 7, and 8). What is wanted is information relating to the person's permanent home - not to his temporary residence at which you happen to find him.

These cards may be filled out for individuals visiting in households where the other members are permanent residents and are enumerated on white population cards; or they may be filled out for entire households temporarily displaced from their permanent homes. The latter situation is found frequently in the summer months when many households close or sublet their permanent homes and move to cottages. In either case, on completing a

blue population card no entry is to be made under the heading "Household number" - (question 5).

No comments are required on the procedure for completing the remaining questions on the blue card (numbers 9 to 31). These are questions relating to the individual, and the instructions given for completing these enquiries on the white population cards apply equally to the blue cards.

41. When to complete - Form 2A.- By now you are probably asking yourself the question "When do I use these blue cards?" No general rule can be given in answer to this question. The section on "Whom to enumerate" on the inside cover of this manual gives some indication of the cases where you will use form 2A. You must always find out by questioning whether each person you enumerate is at his usual or permanent home, that is, whether he "belongs" at the place where you find him. If so, there is no question - you enumerate him on a white population card. If not, then you either enumerate him on a blue card or you do not enumerate him at all. Where a person is merely visiting a home for the day you do not enumerate him at all. For instance, if you should, on visiting the home of Mrs. Smith, find her playing bridge with Mrs. Jones, Mrs. Green, and Mrs. Robinson from another part of town, you would not, of course, enumerate the latter three ladies. On the other hand, should Mrs. Brown from another city be a guest in the home and expect to remain for several days or weeks, she should be enumerated on a blue card, unless she is absolutely certain that she will be reported by someone in her usual home. A good rule to follow is: Whenever a person is in any doubt as to whether he will be enumerated at his own home, enumerate him where you find him on a blue card. The reason for this is that if the visitor has also been enumerated on a white card at his permanent home, the blue and white cards will eventually be matched and the blue card destroyed. That is, the person will not be counted twice. But should he not be enumerated at his permanent home, nor on a blue card by the enumerator who finds him in temporary residence, then he would be missed altogether.

The instructions given in Part II, Section 9, regarding what constitutes "usual" and "temporary" residence will bear repeating at this point. Any accommodation, no matter how inadequate it is, must be classed as a permanent dwelling, if the household (or person) living there has no other home. You must, therefore, avoid being influenced by what the respondent considers his usual home. For instance, a young man whose work requires that he live in a lodging house in a large city should be enumerated at his lodging house, even though he returns to his parents' home in a nearby town every week-end and every holiday. A family's "usual" residence may even be a house they are sub-letting for a few months or less, provided that they have no other place of abode.

### The Individual Form - Form 3

42. Its purpose.- This form is called the Individual Form because most of the questions are filled out by the person himself rather than by the enumerator. It is to be used, as indicated along the left margin of the form itself, for lodgers, employees on construction work, miners, etc., who cannot be contacted by call-backs, and for whom no other member of the household

can supply the necessary information. It is thus a last resort method of getting census data and is to be used only as such. When you can contact a lodger by merely calling at a different hour of the day, you must do so rather than leave an individual form.

43. Instructions in the use of Form 3.- When you find you have a legitimate case for using this form, try to find out whether the person for whom it will be left speaks English or French. This will be your guide as to whether the heading should be filled out on the English or the French form.

You will then have to determine the length of time to allow for the completion of this form before you call back for it. This, of course, will depend upon circumstances. Do not leave the form any longer than necessary, since the longer it is left the greater the likelihood of its getting lost or destroyed.

Before you leave the form you will fill out the heading (date for picking up the form, province, electoral district, and sub-district), items 1 to 4 (dwelling no., name, address, and relationship to head of household), and enter your name and present date at the bottom of the form. The remainder of the form (items 9 to 31) correspond to questions 9 to 31 on the population card, and this part will be completed by the respondent some time before you return to pick up the form.

In order that you will not forget where you have left these forms, you must make an entry in the REMARKS column of your Visitation Record for each household at which one of these forms has been left, giving the call-back date in each case. An entry such as the following would be sufficient:- "I.F., Nov. 6". When the form has been picked up by you, the fact should be recorded in the Visitation Record by a tick mark.

In addition to making an entry in your Visitation Record, you must leave blank a white population card in its proper sequence for each individual form left at a household. The card left blank will be the one you would have enumerated the person on, had he been present at the time of your call. Then, after you have picked up the completed individual form, you will transcribe the information from it to the card you had previously left blank. This will mean that all the members of that household will then have been enumerated on population cards in proper card sequence. The individual form will have served its purpose, but you must nevertheless turn it in to your field supervisor with all your other census returns.

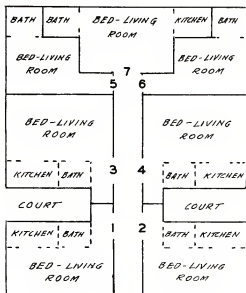
44. What to do if Form 3 is incompletely or incorrectly filled out.- It is quite probable that some individual forms will not be properly completed by the respondents. When you call back at a dwelling to pick up one of these forms, you should examine it before leaving the dwelling. If some of the information is missing, question the household head since it is possible he may be able to supply the missing data. If not, and time permits, leave the form a second time, marking the particular items that were not filled out.

If the respondent has obviously misunderstood certain items and given the wrong information, the form may be left a second time, provided that it will not delay your final census returns. In this case you should attach a brief note to the form, pointing out that a certain item or items have apparently been misunderstood, and explaining as clearly as you can exactly what information is required.



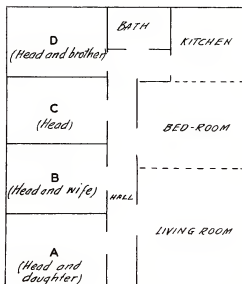
### PART III - HOUSING INSTRUCTIONS

1. How housing data are obtained.- The population card contains, in addition to the enquiries bearing strictly on population, a group of questions relating to housing. Those are basic questions covering tenure, type of structure, value, and rent. Most of the housing enquiries, however, are contained on a separate "mark sense" card devoted entirely to housing, and consequently referred to as the housing card. This card deals with such subjects as number of rooms, exterior material, housing facilities, household conveniences, and mortgages.  
  
Information entered on the housing card must always pertain to the dwelling the person is living in at the time of the enumeration.
2. The sampling aspect.- Since the population card is completed for everyone, the housing information which is contained on that card is, of course, obtained on a 100 per cent basis. The housing card, however, applies only to every 5th dwelling, which means that most housing data will therefore be derived from a 20 per cent sample. In each case the particular dwellings brought into the sample are determined by the dwelling numbers which are encircled in Column III of your Visitation Record. Section A on the back of the housing card gives the key to this pre-selection of sample dwelling numbers.
3. How to apply the dwelling unit definition.- The dwelling, or dwelling unit, was defined on page 10 of this manual, and the chief dwelling types were listed. You will, however, undoubtedly encounter many cases where it is difficult to decide whether or not the living arrangements constitute a separate dwelling, as well as cases where the type is not clearly defined. It is, of course, impossible to anticipate every such situation that you will meet. Several cases are presented below, however, which are fairly typical and may assist you in dealing with similar situations as they arise in the course of the enumeration. Where you find peculiar living arrangements which do not fit the definitions and are not covered in the instructions, use your own judgment at the time, but consult your field supervisor at the first opportunity.

Case 1.

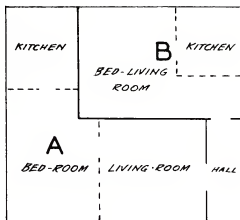
Part of the floor of a regular apartment house. Each numbered unit is occupied by one family or by a person living alone. All the apartments have full cooking facilities except apartments 5 and 6. Apartment 5 has a hot-plate, but apartment 6 lacks even that.

Since this is a regular apartment building structurally designed to provide separate living quarters, these would be counted as seven apartment dwellings, even though two of them do not appear to be fully self-contained.

Case 2.

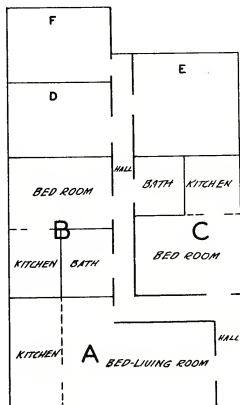
The owner and his wife converted their house to accommodate several families. They kept three rooms, (for their own use) including a kitchen with an electric range. They furnished the remaining rooms, A, B, C, and D, as studio rooms with 2-burner electric hotplates for cooking. A mother and daughter live in A, a man and his wife in B, one person in C, and two brothers in D. The two boys in D seldom cook, but the occupants of the other quarters use their stoves for preparing practically all their meals.

This would be counted as one dwelling of nine persons, of whom seven would be individual lodgers or members of lodging families. The four rooms A, B, C, and D, having only hotplates for cooking facilities could not be considered as fully self-contained units. This house has really the status of a rooming house, and a single room in such a house cannot be considered as a separate dwelling.

Case 3.

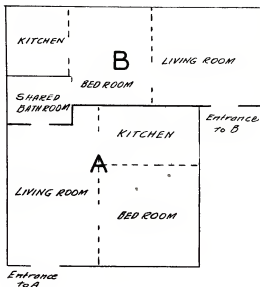
A widowed mother occupies the three rooms labelled A. She has a coal stove which she uses for cooking. Her son and his wife live here too but they have two rooms of their own in the back labelled B. The son and wife cook all their meals on their portable 2-burner gas stove. An outdoor privy serves for the three people.

This would be counted as two apartment dwellings, in which the hall would be considered as a common passage not belonging to either dwelling. Each dwelling has separate living quarters and cooking facilities, although the cooking facilities in B could be considered as a minimum.

Case 4.

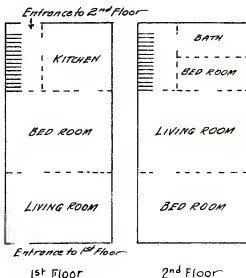
This house has been converted into light housekeeping rooms and sleeping rooms. The landlord lives in the next block. A woman lives in the two rooms labelled A. She has a kitchen with an installed gas range for her own use. The couple in B and the couple in C also have installed gas stoves for cooking. The boy in D, the man and wife in E, and the boy in F have only sleeping rooms (with no cooking equipment).

A, B, and C would rate as apartment dwellings; they are self-contained with the exception of shared bath facilities. D, E, and F provide sleeping accommodation only and do not constitute separate dwellings. The occupants are really lodgers, but since the landlord does not live in the house, they should be grouped together to form a household. The three rooms would then be classed as a 3-roomed apartment. The man in E would be arbitrarily selected as household head, the boys in D and F classed as lodgers, the rent recorded would be the aggregate rent paid for the three rooms.

Case 5.

A man, his wife and baby occupy the three rooms labelled A. Another man and his wife occupy the three rooms labelled B. Each family has its separate entrance from the street. Each kitchen has full cooking facilities. The two families share the bathroom.

This would be a case of two apartment dwellings with shared bath facilities.

Case 6.

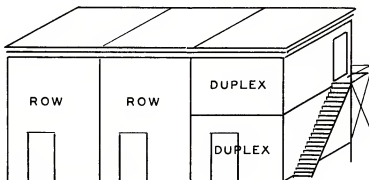
A man and his wife occupy the three rooms on the first floor. His brother, wife, and daughter occupy the three rooms on the 2nd floor. The two families use the same kitchen on the first floor but cook at different times and eat separately. The two families also share the bathroom on 2nd floor. Each of the quarters has its own entrance.

This would be one dwelling unit (a single house) with a household of two families and five persons. The two families, although they have separate entrances, are not living in structurally separate units since one kitchen, as well as one bathroom, serves both families.

4. How to classify certain dwellings according to type of structure.- As pointed out on page 17 of this manual, dwellings are classified according to type of structure under five headings: (i) single houses; (ii) duplexes and triplexes; (iii) apartments or suites; (iv) double houses and rows; and (v) other types. The latter consists of trailers, tents, and such make-shift quarters, as well as hotel and institutional dwellings.

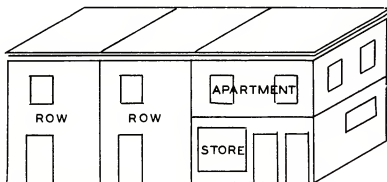
This seems a fairly clear-cut classification but several irregular, difficult-to-classify cases arise, chiefly as the result of structural conversion. Some of these cases are dealt with diagrammatically below:

Case 1.

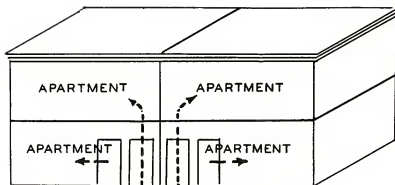


A row of houses with one section of the row structurally converted to form separate dwellings on each floor.

Case 2.



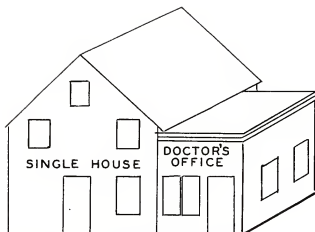
A row of houses with the ground floor of an end of the row used as a store.

Case 3.

This was originally a double house converted to form four separate self-contained dwelling units with separate stairways leading to each of the 2nd floor dwelling units. This type of structure is not necessarily limited to converted double houses, but may have been originally designed to provide this type of accommodation.

Case 4.

This was originally a single house with part of the ground floor now used as a store. The dwelling portion of the house is now classified as an apartment.

Case 5.

A doctor's residence with adjoining office. This is classified as a single house, although had the doctor's office been a store or other commercial establishment the dwelling would then have been classified as an apartment.

5. Detailed instructions on back of housing card.- The housing card consists of 20 items or questions, all on the front face of the card. The back of the card carries key instructions having to do with the completion of this card. These instructions are not repeated below, but additional instructions relating to the filling out of this card are given in the following sections.
  6. Number of dwellings in this building. (Question 4).- In the case of buildings containing more than one dwelling, be sure to check the entry you make in this column of the card, with the number of dwelling units bracketed together in Column II of the Visitation Record. There must be agreement on this point.
  7. Number of rooms in this dwelling. (Question 5).- This refers to the number of rooms in the dwelling unit used for living purposes. You will not include rooms used for business purposes, or clothes closets, bathrooms, pantries, and halls. Further, it should be noted that attics, basements, porches, summer kitchens, sun-rooms, etc., are not to be included unless they are finished off and used for living quarters throughout the year. "Kitchens-ettes" are to be included if the normal kitchen functions are carried out therein, and if they contain, as a minimum, cooking facilities (such as a stove or range), and a sink or tub.
- In making a count of rooms in a dwelling, include rooms occupied by servants, lodgers, and members of lodging families, as well as the rooms occupied by members of the main family in the household.

8. Principal exterior material. (Question 6).- This refers to the principal visible material used in the wall construction of the building.

Be sure that each dwelling in a building has the same entry for this question.

In the case of a building constructed of two or more materials, only the principal material will be indicated. Where one material is used for the ground floor and a different material for the second or for the second and third floors, that used for the ground floor will be recorded as the principal material.

Entries to be made in the oval for "other" include concrete, imitation brick as distinct from brick veneer, metals (as for railway cars or trailers), canvas, etc. Brick veneer means one layer of brick over wood.

9. Principal lighting facilities. (Question 7).- An entry is required under this heading for every sample dwelling. "Electricity (home generated source)" is intended to cover all cases where the dwelling is lighted by electricity generated on the property by a wind charger, Delco plant, or some such device. "Electricity (power line source)" refers to cases where the electric lighting for the dwelling is conveyed by transmission lines from a central generating source which serves the community. This is the method of lighting used in the great majority of urban homes.

Note the significance of the word "principal". A farmer may light his barn and one room of his house by electricity. If several other rooms are lighted by kerosene lamps, the dwelling should be reported under "other".

Lighting by means of a gasoline lamp would be recorded under "other", not under "gas".

10. Heating facilities. (Questions 9 - 13).- Furnace heating and central heating are not shown as items under "supplementary heating equipment", since whenever these methods of heating a dwelling are used, they invariably provide the main source of heat. Central heating refers to the piping in of heat from an outside source, which also supplies heat to other buildings, in the area.

Do not count as supplementary heating equipment something which is used only very rarely for heating, eg., a fireplace which is operated perhaps only once or twice a year.

Under the heading "principal heating equipment" "other" would include electric grates, gas radiants, fireplaces, etc.

Supplementary heating equipment refers to equipment installed for heating a portion of a dwelling, or equipment used to supplement the main heating unit at certain seasons of the year. Cookstoves, ovens, electric grills, etc. do provide some heat, of course, but should not be recorded as supplementary heating equipment unless they are used expressly for that purpose.

In the questions on heating fuel (Nos. 10 and 13), record only the chief ones used in each case. Question 13 refers to the fuel used in the supplementary heating device, if there is one, and not to an auxiliary fuel used in the principal heating unit. For example, a home which relies



entirely on a furnace for heat may use coal during the winter months and wood in the early fall or late spring. The entry to question 10 would be "coal", to question 11 "no", while questions 12 and 13 would be left blank. In other words, it would be incorrect in this case to mark "wood" as supplementary heating fuel.

"Gas" includes, in addition to natural gas and manufactured gas, fuels such as bottled gas, butane gas, and propane gas. It does not include gasoline.

11. Cooking facilities. (Question 14).- This question refers to the type of range or stove on which the household does most of its cooking. "Other" refers to small grills and burners, cookers, fireplaces, etc. Dwellings with no cooking facilities, such as may be found in apartment hotels, will also be entered under "other".

12. Water supply. (Question 15).- The reference to piped water in this question means water which can be turned on or off by means of a faucet. The first oval (hot and cold piped inside) applies to dwellings equipped with separate pipes for conveying hot and cold water; the second oval applies to dwellings equipped to supply cold water only. "Inside" means inside the dwelling unit.

"Piped outside" means piped outside the dwelling, but not necessarily outside the building. Hence certain dwellings in multiple unit structures would fall into this category if their only water supply came from a common washroom or bathroom in the building.

13. Bath facilities. (Question 16).- Do not overlook the significance of the word "installed". This excludes bathtubs or showers operated by other than faucet and piped water source.

14. Toilet facilities. (Question 17).- In this question "inside" means inside a building, but not necessarily inside the dwelling. Where shared use is indicated, the toilet would in most cases be outside the dwelling; but it may still be an inside flush or chemical toilet.

The entry "outside privy" will be made only in cases where the privy is situated on the premises. Otherwise the correct entry would be "none".

15. Living conveniences. (Question 18).- Unlike every other column on the housing card, several entries may be made in the column headed "living conveniences". See the instructions on the back of the card regarding washing machines and telephones. "Radio" means a house radio, not a car radio.

16. Mortgages. (Questions 19 and 20).- The National Housing Act, 1944, is administered by the Central Mortgage and Housing Corporation. With respect to home ownership, it makes provision for loans at moderate interest rates

through the medium of approved lending institutions, such as life insurance companies with the Federal Government advancing 25 p.c. of the total. Any house built or financed under the National Housing Act must be constructed according to sound, prescribed standards, and approved by inspectors appointed under the Act.

Credit unions are confined mainly to the province of Quebec where they operate under the name "caisse populaire". This is a cooperative scheme organized usually within a parish whereby a group of individuals provide capital which is used to encourage home building. It is a non-government organization.

In the case of an agreement for sale where the holder is a Government (Dominion, Provincial, or Municipal), or a corporation such as a real estate company, you will mark the oval "Lending institution (not financed under N.H.A.)."

### 1. Agriculture Reporting Forms

Three questionnaires are to be used by the enumerator in taking the Census of Agriculture.

- (1) The General Farm Questionnaire (Form 5) will be used for the enumeration of all agricultural operations that qualify as a farm.
- (2) Live stock and products elsewhere than on farms questionnaire (Form 6) will be used for the enumeration of live stock and live stock products kept in cities, towns and villages or elsewhere on plots which would not be enumerated on the General Farm Questionnaire.
- (3) The Irrigation Questionnaire (Form 7) will be filled out in addition to the General Farm Questionnaire when a crop irrigation system is reported on a farm. This form will be filled out in sub-districts in Alberta only.

### 2. Points To Be Observed In Filling Out The Agriculture Questionnaire

- (1) Do not use an eraser or ink eradicator. If a mistake is made draw a line through the entry in error in such a manner that it can still be read, and rewrite the new figure within the proper space.
- (2) Enter dollars only in all questions on value, omitting cents.
- (3) Where no entries are required leave space blank. Do not fill in dashes, or zeros.

#### General Farm Questionnaire

### 3. When Is It Necessary To Fill Out A General Farm Questionnaire?

You must complete a General Farm Questionnaire for all farms. For Census purposes a farm is defined as a holding carrying on agricultural operations, and:

- (1) Is three acres or more in size or
- (2) Is from one to three acres in size and the agricultural production in 1948 amounted to \$250 or more.

Agricultural operations include the production of field, orchards, nursery crops grown in the open or under glass; the production (include pasturing) of live stock and live stock products, and the raising of fur bearing animals.



Do not include wood areas leased or under permit solely for the cutting of forest products.

If you find that a farm was operated in 1948 but is idle in 1949, fill in the information for 1948, as best you can from a neighbouring farmer or some other reliable person and explain the circumstances in the remarks section of the questionnaire. Similarly, if the farm is operated in 1949 but was idle in 1948, explain this fact in the remarks section.

4. Do You Fill Out A Questionnaire For Land In Your Sub-District If The Person In Charge Does Not Live In Your Sub-District?

A general Farm Questionnaire will be required for a few holdings on which no one is living. In cases of this kind it will be necessary for you to secure the information required from a neighbour or some other reliable source. In order that you can be sure that you fill out a General Farm Questionnaire for all farms in your area, you should always find out who has the land next to the holding you are enumerating. Some of these adjoining holdings will have no buildings and if you do not ask about the adjoining lands you will miss such places.

The following rules will help you in deciding whether or not a General Farm Questionnaire should be filled out for these parcels of land on which no one is living.

(a) You must complete the questionnaire==

- (1) If the farm lies wholly within your sub-district and the person in charge does not live on a farm.
- (2) If the farm extends across one of your Sub-district lines and the person in charge does not live on the farm (either on the part in your sub-district or in the other sub-district) but the main buildings are in your sub-district.

(b) You do NOT complete the questionnaire==

- (1) If the farm extends across one of your sub-district lines and
  - (i) The person in charge lives on the part of the farm in the other sub-district.
  - (ii) The person in charge does not live on the farm, but the main buildings are in the other sub-district.
- (2) If a part of the farm is located several miles away in another sub-district and the person in charge lives on the part of the farm in the other sub-district.

5. Numbering The General Farm Questionnaire

Each General Farm Questionnaire must be numbered in the order in which the farms are visited. Should you come to a farm home and find that there is no one there competent to answer the questions, thus necessitating a second visit, prepare a questionnaire with the name of the farm operator, giving it the proper number in the order of visitation.

## 6. Describing The Land In This Farm

Space is provided on the General Farm Questionnaire for filling in the range or concession and lot number in the case of certain sections of the country, or the section, quarter, township, range and meridian in the Prairie Provinces. If more lines are needed to give the location of a farm, write them on a separate slip of paper and pin them to the questionnaire. It is important that these land descriptions are accurate, and if the operator is not certain, you should have him check with a recent tax notice or some other source. In the Prairie Provinces you will list each section or quarter separately, and give the acreage for each part. Make certain that you describe the complete farm and include all land operated by this farmer, whether owned, rented, leased or managed. Be sure that you do not include land owned by this operator but rented to someone else. Sometimes, a farmer will operate land which is in the next municipality outside of your sub-district. Be sure that you describe the complete farm operated by this farmer whether all the land is in your sub-district or in another one.

## 7. How To Determine Who Is In Charge

The General Farm Questionnaire is to be filled in the name of the person in charge of the operations of this farm. He is usually the person known as the farmer. He is the farm operator.

Do not give the name of a firm, institution, school, etc., which may own the land.

The farm operator may own the land or he may rent it. He may grow crops for himself, on shares for someone else, or he may be a hired manager. He may do all the work himself or he may have other members of his family or hired workers helping him.

If the farm is operated by a partnership, consider the senior partner to be the farm operator. In any case do not give more than one farm operator for each farm enumerated.

In the case of institutional farms, report the hired manager or executive officer of the institution as the farm operator.

Do not fill out a General Farm Questionnaire for members of the family or other persons living on a farm unless each operates a tract of land entirely independent and separate from the home farm.

## 8. Change Of Farm Operator

You may come across some instances where the operator of the farm on October 24 is not the person who operated the farm in 1948. When such a case arises you will obtain from the present operator, as accurate a record as possible, of the acreage, production, etc., of this farm for the year 1948. The information must be for this farm. Do not report crops harvested in 1948 on some other farm.

## 9. Certain Questions Require Only To Be Checked, (X)

You will find that in certain questions you need only put an "X" mark in the box provided beside the appropriate answer. For instance, if the farm operator tells you when you are filling out the population card that he is 33 years

of age you will put a check mark in box No. 4 of question 3 which indicates that he is between 30 and 34 years of age.

Certain questions are answered either "yes" or "no" and you should read the instructions beside these questions carefully after checking the proper box. For instance in Section X on Fruits, if after asking the farmer "Have you tree fruits grown mainly for sale?" he answers "No" then you will check the box beside the "No" and follow the instructions which tell you to "skip to question 61". If he had answered "yes" the instructions tell you to get answers for questions 54 to 60.

#### 10. Certain Information May Be Transferred From The Population Card

As information on the age and birthplace of the farm operator will already have been obtained from the operator when you filled in the Population Card, you should transfer this information from the Population Card to the General Farm Questionnaire without repeating the questions.

#### 11. Area And Tenure

The total acreage reported in Question 11 will be the total area operated by this farmer, whether in your sub-district or elsewhere. It will be the total area of this farm as given in the land description of the Location of Farm section at the beginning of the questionnaire. In the Prairie Provinces this total must agree with the total of the areas listed in the land description section.

On some farms, members of the operator's family or other persons living on the farm will grow small acreages of crops or will keep live stock, or both. Include all such operations on the questionnaire of the farm operator.

#### 12. Condition Of Farm Land

The purpose of this section is to classify the total acreage of the farm as given in Question 11 into the various uses. It is very important that the same acreage is not reported in more than one question of this section and that the total of questions 13 to 18 inclusive equals the total for question 11.

#### 13. Farm Values And Value Of Farm Machinery

It is very important that a value be given for every farm enumerated. The value reported for the farm and for the farm machinery will be the amount for which the farm or farm machinery would sell if there were a willing buyer and a willing seller, and not a forced sale. Do not report the original value, the replacement value, or the assessed value in the case of the farm unless it conforms with the market value.

#### 14. Field Crops Harvested

You should study carefully the list of crops printed on the questionnaire in order that you may be sufficiently familiar with them to avoid omitting or duplicating any crop. If there was a complete crop failure write "crop failure" in column 2 of section VIII.

#### 15. Report Fractions Of Acres In Tenths

Always report fractions of acres in tenths of acres, i.e. 1/10, 2/10, etc. Never report as 1/4, 1/2 etc. Provision has been made on the questionnaire to report certain crops to the nearest tenth acre. These are the only places where fractions of an acre are to be reported.

#### 16. Nurse Crops

When nurse crops are grown, as for example, where alfalfa is seeded with oats, report only the area of oats harvested. Do not duplicate this area by reporting the same acreage under alfalfa.

#### 17. Fall Sown Crops

Report in columns 1 and 2 of Section VIII the area and production of crops sown in the summer or fall of 1948 and harvested in 1949. Report in column 3 the area of crops sown in the summer or fall of 1947 and harvested in 1948. You are not to report crops seeded in the summer or fall of 1949 for harvest in 1950.

#### 18. Two Or More Crops Harvested From The Same Land

When two or more crops were harvested in one year from the same land be sure to report the area of all crops.

- (a) Interplanted crops: When two crops are grown together, as when soybeans are grown between or in the rows of corn, the total acreage is to be reported under each crop.
- (b) Crops harvested in orchards: Where a crop is harvested between trees in an orchard, report the acreage of the crop as if it were grown alone. Also if the tree fruits are grown mainly for sale, report the total area in question 54.
- (c) Mixed crops: Report grain crops harvested as a mixture in question 28. A mixture of grasses and clovers should be reported in question 29.
- (d) Succession crops: If two or more crops were grown in succession on the same land within the same year, the entire acreage would be reported in the question for each crop. This will occur most frequently in the case of vegetables.

- (e) More than one cutting of hay crops: In reporting two or more cuttings of hay from the same area of land, the acreage is to be reported but once. The total production of all cuttings is to be reported in column 2 of questions 29 and or 30.

#### 19. Vegetables, Fruits, Nursery And Greenhouse Products

The acreage, value of production and other information about vegetables, fruits, nursery and greenhouse products apply only to those farms which report these products grown mainly for sale. If these products are grown on the farm, but are entirely consumed by the farm household, with possibly a small portion sold, then these sections will be skipped after the lead questions (48, 49, 53, 61 and 67) have been checked.

If more than one crop of vegetables are harvested from the same piece of land, then the acreage of each crop should be reported. (See 18 (d) above)

Report only cultivated fruits and omit wild fruits such as pin cherries, wild blueberries, saskatoons, etc.

#### 20. Seed Harvested

The acreage reported in this section should have already been reported in questions 29 or 30. If the hay from which the seed was taken is to be used as feed, the production of hay will be shown in column 2 of questions 29 and 30. The seed is to be reported on a cleaned basis. If the seed has not been cleaned, you must make an estimate of the weight of the seed if it were cleaned.

#### 21. Value Of Farm Products Sold

When filling in the information on the value of crops sold (section XII), the value of live stock and live stock products sold (section XV), and the value of forest products, maple products and fur bearing animals sold (questions 139, 143, and 145) you should keep in mind that it is only the revenue received during the year specified that you want. Do not include the value of crops fed to live stock or used for seed on the farm.

The revenue should be consistent with the production of the crops, the number of live stock sold alive or slaughtered for sale, the amount of forest products cut, and the amount of maple syrup and sugar or number of fur bearing animals sold.

Make sure that the revenues constitute the total income for the farm and not the net income. To get the value of sales of farm products, do not make deductions for any portion of the cost of production. When farmers sell their products at the farm or at a nearby market, report the total sales value at these points. However, where there is long distant hauling by rail or water, this portion of the cost of such hauling should be subtracted in arriving at what the farmer received.

If the farmer keeps books you will find these of great value in getting information on farm income. You may also find that he has a copy of his 1948 Income Tax Form which will give you the desired information. When using the Income Tax Form, however, you must be careful to get the total sales for the complete farm and not only the income received by the farm operator himself.



## 22. Farm Live Stock



Report all domestic animals kept on this farm, whether they belong to the farm operator, his hired help or members of his family. Report also animals kept on this farm which are pastured or fed for others. However, you are to include live stock owned by this farm operator but pastured on community pastures.

Do not report on this questionnaire live stock owned by this operator which are pastured or kept on another farm or ranch unless it is a community pasture. Such live stock will be enumerated on the questionnaire of the operator of the farm or ranch where they are being kept.

Breeding animals which are owned jointly by two or more farmers and kept in turn on the various farms shall be reported on the farm where they happen to be located on October 24.

## 23. When Do You Ask The Sample Questions?

Sections XXI, XXII, XXIII, and XXIV of the General Farm Questionnaire do not have to be asked at all holdings to which the questionnaire applies. In General these sections apply only to every fifth farm visited.

You have been instructed to number each farm in the order in which you visit them. If the last digit of the number of the sub-district in which you are working is 1 or 6, you must ask the sample questions for farms 1, 6, 11, 16, 21, 26 etc. If the last digit of your sub-district happens to be 2 or 7 you must ask the sample questions on farms 2, 7, 12, 17, 22, 27 etc. in the order of visitation.

SINCE THE LAST DIGIT OF THE NUMBER OF YOUR SUB-DISTRICT IS A FIXED NUMBER YOU WILL BE ABLE TO DETERMINE THE FIRST FARM ON WHICH THE SAMPLE QUESTIONS ARE TO BE ASKED AND YOU MUST ASK THESE QUESTIONS ON EVERY FIFTH FARM THEREAFTER.

The following table will be your guide for determining when to ask the sample questions

If the last digit of the number of your S. D. is

Ask the sample questions first on the farm number below and then on every fifth farm thereafter

1 . . . . .	1
2 . . . . .	2
3 . . . . .	3
4 . . . . .	4
5 . . . . .	5
6 . . . . .	1
7 . . . . .	2
8 . . . . .	3
9 . . . . .	4
0 . . . . .	5

You should note particularly that you ask the sample questions on the General Farm Questionnaire on every fifth farm enumerated and not necessarily every fifth household enumerated.

It will be seen from this table that if, for instance your sub-district is number 56 you would ask the sample questions on the first farm you visited. You would ask these questions on every fifth farm thereafter. This would mean that after completing the sample questions on the first farm you would ask these sample questions on farms number 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56 and so on until you have completed the enumeration of the farms in your area.

#### 24. The Enumeration Of Certain Special Farms

- (a) **INSTITUTIONAL FARMS:** If the land forming part of an institution such as a school, penitentiary, hospital etc. is used for the growing of vegetables or fruits or for carrying on of other agricultural operations, and requires the completion of a General Farm Questionnaire you shall report only the land and buildings actually used for agricultural purposes. Do not include the value of buildings used for the care of inmates or for housing students. The name of the executive officer of the institution or the manager of the farm is to be reported as the farm operator but you should report the name and type of institution in the remarks section of the questionnaire. If it is necessary to report a person such as the executive of the institution as the farm operator, then you may leave blank the questions "How long have you operated this farm" and "How many years have you farmed as owner, tenant or manager" which may not be applicable. Such circumstances should be explained in the remarks section of the questionnaire.

Inmates who spend their full time working on the farm will be reported as farm workers.

Products of the farm used by the institution must be considered as sold and an estimate of their value entered in the proper section on farm revenues.

- (b) **COMMUNITY PASTURES:** In some sections there are areas of land owned by the Government or Municipality that have been set aside as community pastures. Such areas shall be reported as a single farm. As farm operator, give the name of the manager in charge of the area and state in the remarks section of the questionnaire that it is a community pasture. Do not report the live stock owned by the district farmers and kept on community pastures as they are to be reported on the questionnaire of their respective owners. If the manager of a community pasture operates land of his own in addition to his duties as manager of the pasture, this land shall be given on the same questionnaire as the community pasture. In this case live stock owned by the manager would be shown on the questionnaire. In such cases be sure to explain the circumstances fully in the remarks section.
- (c) **CO-OPERATIVE FARMS OR COLONIES:** If a number of persons are operating a farm together as a co-operative enterprise or colony, report the complete enterprise or colony as one farm. The manager, president, etc., shall be reported as the farm operator. If the rest of the persons doing farm work on the farm do not receive regular cash wages they shall be reported as family workers. Persons who receive regular cash wages shall be shown as hired workers.

- (d) INDIAN RESERVES: Indian reserves are enumerated by either the Indian agent or the R. C. M. P.

## 25. Reviewing The General Farm Questionnaire

After you have completed a General Farm Questionnaire there are certain important checks you must make:

- (a) The following questions must always have information filled in:
- (1) Location of farm data must all be entered with the description of the land given in detail.
  - (2) Section I: This complete section of the questionnaire must always be fully answered. (see section on Institutional farms for exception) Note that in question 4 either 4 (a) or 4 (b) must be answered but never both.
  - (3) Section III: Area and tenure.
  - (4) Section IV: Condition of farm land.
  - (5) Section V: Farm values.
  - (6) Question 48: "Did you harvest any vegetables this year for home use?"
  - (7) Question 49: "Did you harvest any vegetables this year mainly for sale?"
  - (8) Question 53: "Have you tree fruits grown mainly for sale?"
  - (9) Question 61: "Did you have this year, or did you grow last year any grapes, strawberries or other cultivated small fruits mainly for sale?"
  - (10) Question 67: "Did you grow mainly for sale nursery or greenhouse products?"
  - (11) Question 70: "Did you harvest any seed this year from area reported in question 29 or 30?"
  - (12) Question 144: "Do you keep fur-bearing animals on this farm?"
  - (13) Question 147: "Have you a crop irrigation system on this farm?"
  - (14) Question 148: "Have you land that is drained by tile?"
  - (15) Enumerator's record at the end of the questionnaire.
- (b) The acreage questions in Sections III, IV, VIII, IX and X must be in agreement.

- (1) Question 11 must be the total area of land farmed by the operator and include any land that he operates which is outside this sub-district. In the Prairie Provinces this will agree with the area as shown in the Location of Farm Section of the Questionnaire.
- (2) The total of the area given in question 12 must equal the area given in Question 11.
- (3) The total of the areas given in Section IV (questions 13 to 18 inclusive) must equal the area given in question 11. Note also that the total of the areas given in questions 13 to 16 inclusive must be shown immediately below question 16 and this must be checked.
- (4) The total of the areas given in column one of Section VIII (crops) together with the area given in questions 50, 54, 62 and 68 (a) must have a close relationship to the area given in question 13. The difference will be the area of vegetables, fruits, nursery and greenhouse products grown mainly for home use. Normally, this difference should not be more than an acre or two. However, if two or more crops were harvested from the same land in 1949, this will mean that the acreage in question 13 will be less than the total of the individual crop acreages.

(c) Live stock numbers and wool clip in Section XIII of the Questionnaire must always be checked.

- (1) Questions 79 to 82 inclusive must equal question 78.
- (2) " 84 to 88 inclusive must equal question 83.
- (3) " 93 to 95 inclusive must equal question 92.
- (4) " 97(b) and 97(c) inclusive must equal question 97(a).
- (5) " 99 to 102 inclusive must equal question 98.
- (6) " 104 to 107 inclusive must equal question 103.

(d) Miscellaneous

- (1) The pounds of milk as given in column 2 of questions 177 to 181 inclusive must equal the total pounds of milk as given in question 182.
- (2) The number of cows and heifers milked in September (question 176) and the number of cows and heifers milked on the farm yesterday (question 183) should have some relationship to the number of cows and heifers kept for milk purposes as given in question 84. Unusual differences should have an explanatory note in the Remarks section of the questionnaire.
- (3) You must always put a check mark opposite either "Yes" or "No" in answer to the question "Is this farm in the agriculture sample?" Before you can answer this question, however, you must look at the farm visitation number in the location of farm section of the questionnaire to see whether or not the sample questions should have been asked (See section 23 of the Enumerator's Manual). It is very important that the sample questions be asked at the proper farms.

## 26. General Farm Questionnaire Reference.

The instructions in this section will answer many of the questions arising during the enumeration. Not all of the problems are covered in detail, but the guides given here will usually provide a basis for decision. In doubtful situations, note all the facts on the questionnaire; also ask your field Supervisor when he visits you.

### Question 5 PERIOD OF OPERATION

Make sure that the answer to this question is not greater than the answer to Question 4b, in case of operator born outside Canada. Report only the number of years that the farm operator was directly responsible for the operation of the farm.

### Question 6 FARM EXPERIENCE

The answer to this question should bear reasonable relationship to the age of the operator as given in Question 3.

### Question 8 FAMILY WORKERS

This question must include members of the operator's family, both male and female, over 14 years of age who did 20 hours or more farm work in the preceding week without receiving regular cash wages. For census purposes, housework is not to be included as part of farm labour. Persons who are reported in this section must not be reported in Question 9.

### Question 9 HIRED WORKERS

Only persons working on this farm and receiving wages during the preceding week are to be reported in this question. This would include a hired manager and family workers receiving regular wages.

### Question 10 WORK OFF THIS FARM

Include in this question the total number of days the farm operator worked for wages, commissions, etc., at either farm work off the farm, non-farm work, or both. Non-farm work would include carpentry, fishing, blacksmithing, working in the woods or on the roads, buying grain or live stock, etc. It would include days spent working for the municipality or other organization either for cash or in payment for taxes, etc. Farm work would include plowing, threshing, general farm labour, etc. Do not include days of non-farm work off the farm performed by members of the operator's family.

### Question 12a AREA OWNED

Consider as owned the land that the operator or his wife owns under title, homestead law, purchase contract, or as an heir or as a trustee of any individual estate, whether it is used for crops, pasture, etc.

## Question 12b(2) AREA RENTED OR LEASED ON A SHARE BASIS.

The area reported in this question is the area rented for a percentage share of the crop or other production, e.g. 1/3, 2/3, etc. In this case, the rent paid would vary with the production.

## Question 12c AREA OPERATED AS A HIRED MANAGER

Give the area operated for others as a hired manager and enter, in the space provided, the name and address of the owner of the land.

## Question 13 AREA UNDER CROPS

The total area under crops will include the acreage of all field crops, farm and market gardens, orchards, small fruits and nurseries. The areas cut for hay or seed in 1949 (questions 29 and 30) must be included in this question. You will not, however, include the area seeded to pasture and used for grazing or left uncut. The total acreage for this question will differ from the total of the 1949 acreage for questions 22 to 46, 50, 54, 62 and 68a only by the area of vegetables, fruits, nursery and greenhouse products grown mainly for home use. In other words, if you will add these acreages, they should normally be within an acre or two of the total entered in question 13. Notice however, that if two or more crops were harvested from the same land in 1949, this will mean that the total acreage under crops in question 13 will be less than the total of the individual crop acreages.

## Question 14 AREA IN SUMMER FALLOW THIS YEAR

Include the total acreage on this holding that was tilled as summer fallow in 1949. Cultivated land that was not tilled and not under crops, but was lying idle, will be reported in question 16. Land that was ploughed during the summer, after a crop such as hay was taken off, must be reported in question 13 and not as summer fallow. However, if a crop, such as sweet clover or buckwheat, was sown and ploughed under as green manure, the acreage must be reported as summer fallow in Question 14.

## Question 15 AREA OF CULTIVATED LANDS PASTURED THIS YEAR

Include in this question all land which has been cultivated and seeded to pasture and used for grazing or left uncut. Do not include in this question natural prairie or pasture land which must be included in question 18.

## Question 16 AREA OF LAND THAT HAS BEEN CULTIVATED BUT WAS IDLE THIS YEAR

Sometimes a farmer will leave a piece of cultivated land idle for a year and will neither plant crops nor summer fallow it. Such land will be reported in this question. You must also report in this question the area of what is sometimes called the farmstead i.e. the area occupied by the farm buildings and barnyards. Include also the area of lanes and roads on the holding, and areas of new breaking that have not yet been cropped.

## Question 17 WOODLAND

Include in this question all woodland, farm woodlots, land leased for cutting and cutover land with young growth which has or will have value as timber. If the farm operator allows his live stock to graze or pasture in any part of the woodland, the area grazed or pastured must be reported in question 17(2). The area of woodland in which live stock do not graze or pasture will be reported in question 17(1). Make certain that the total of questions 17(1) and 17(2) is the total area of woodland on the holding.

The area of trees planted for wind breaks must be included in this question.

Do not include large timber tracts which are run as a separate business from the farm.

## Question 18 AREA OF OTHER LAND

Include in this question such areas as natural pasture or hay land that has not been cultivated, brush pasture, grazing or waste land, sloughs, marsh, rocky land, etc. that are part of the farm and must be enumerated to give a complete account of the farm acreage.

## Question 21 NUMBER AND VALUE OF FARM MACHINERY

Farm machinery owned on shares will be included on the farm where it is found on the date of the Census. Do not include old equipment which is no longer used.

## Questions 22 to 25, 27, 28, 32, 33, 34 GRAINS

If these crops were planted for grain but, due to a partial crop failure, were harvested as hay or sheaves, the oats will be reported in question 26 and the other crops in question 35.

## Question 36 CORN, SHELLED OR FOR GRAIN

This question refers only to field corn and not to corn grown for commercial canning or for human consumption. If the corn is grown for table use, or for canning purposes, and is grown mainly for sale, the acreage must be reported in questions 50 and 52. The quantity harvested must be reported in terms of shelled corn. Two bushels of ear corn or husked corn by measure equal approximately one bushel of shelled corn. One bushel of ear corn weighs 70 pounds and one bushel of shelled corn 56 pounds.

## Questions 29 and 30 HAY CROPS

Report grasses and legumes (except alfalfa sown alone) that are cut for hay either alone or in mixtures or for seed, such as timothy, brome grass and crested wheat grass, sweet clover, red clover, etc., in question 29.

Report alfalfa sown alone in question 30. If alfalfa is sown with other grasses or legumes, it must be reported in Question 29.

## Question 31 POTATOES

Be sure to report all patches of potatoes, no matter how small. This will include patches of potatoes in home gardens.

## Question 34      FLAX SEED

Report in this question linseed (oil) varieties of flax only. Do not report in this question flax of fibre varieties. Some farmers sell the straw of oil varieties of flax for paper making but the area and seed production of this flax must nevertheless be reported in question 34.

## Questions 39 and 40      PEAS AND FIELD BEANS

Do not report in these questions green peas and beans grown for table use, canning or freezing. If they are grown for table use, canning or freezing, and are grown mainly for sale, they must be reported in Questions 50 and 52.

## Question 46      OTHER FIELD CROPS

Any other field crop grown on the farm and not specified on the questionnaire must be included in this question. If the crop is flax of fibre varieties, sun-flowers grown for seed, rape grown for seed, or mustard grown for seed, then you will put a check mark in the box beside the proper crop. If it is some other crop (including root seed) then you will put a check mark in the box beside "other".

## Question 84      COWS AND HEIFERS KEPT MAINLY FOR MILK PURPOSES

Include those animals of dairy breeds or mixed dairy breeds which are used or will be used primarily for milk production.

## Question 85      COWS AND HEIFERS KEPT MAINLY FOR BEEF PURPOSES

Include those animals of beef breeds or mixed beef breeds which may be milked occasionally but are primarily kept for beef purposes.

## Question 97      WOOL CLIP

You will observe that it is the weight of the unwashed fleece that is required. This is essential in order that the figures for all farms may be comparable. There must be some degree of relationship between the number of sheep shorn (Question 96) and the weight of the fleeces (Question 97(a)).

## Question 112      HENS' EGGS LAID IN SEPTEMBER, 1949.

Include all hens' eggs laid during the month of September, whether sold, hatched or used on the farm.

## Question 115      BEES

Report the total number of hives located on this farm, whether owned by the farm operator or not. Sometimes you will find that there are hives of bees on the farm which are owned by someone other than the operator. In cases of this kind, you must report these hives in Question 115 and write the name and address of the owner in the space provided. Do not report on this questionnaire hives of bees that are owned by this operator but are kept on another farm. They will be reported on the farm on which they are located.



Questions 118 to 130      DISPOSAL OF LIVE STOCK AND LIVE STOCK PRODUCTS

Do not include the transactions of drovers and live stock dealers unless you are required to fill out a General Farm Questionnaire for their holding and they buy live stock for fattening.

Questions 140, 141, 142 and 143      MAPLE SYRUP AND SUGAR

Include syrup and sugar made in 1949 from all trees tapped on this farm, even though by someone other than the farm operator. Include also syrup and sugar made by the operator from trees in the open woods for which no rental was paid.

In some cases men living in towns and villages rent Crown land which they use only for the production of maple syrup and sugar. You must fill out a farm questionnaire for these men whenever the products from such operations amount to \$250 or more.

Question 147      IRRIGATION

Irrigation is defined as the application of water to the land by controlled flooding through a system of ditches, sprayers, or similar works. If irrigation is reported then the separate irrigation questionnaire must be completed, in sub-districts in Alberta.

Question 149      NEW BREAKING

Report only the area of land which was broken for the first time in 1948. Do not report areas of land that were once broken but have been allowed to lie idle for a number of years and were re-broken in 1948.

Question 150      TAXES

This question is to be answered only for buildings and land operated by the owner in 1948. Where the farm operator owned one part of the farm and rented another part, he shall report taxes only for the part he actually owned and operated. Do not report here taxes on land owned by this operator but farmed by someone else. State only the real estate taxes levied in 1948 on the land and on the buildings and improvements thereon. Do not include back taxes, irrigation taxes, sales taxes, gasoline taxes, etc. If any of the acreage reported as owned in 1949 was not operated by the present operator in 1948, you will assist the farmer in approximating the tax levy for such acreage in 1948.

Question 151      RENT

This question must be answered whenever the farm operator reports that land was rented or leased in 1948, and must include not only rent paid in cash, but also the cash value of rent paid in kind. If the land was rented on a share basis, include the estimated cash value of this share. Include any taxes or repairs paid for by the tenant, while contributions by the landlord for such things as feed, seed, fuel, etc. shall be subtracted. If the land was rented free of charge, then you should mark "free".

Question 152      FIELD CROP SEED

Include here the amount expended for grain, grass or fodder crop seed, potatoes, etc. Do not include here purchases of vegetable seeds or plants but report same under Question 161.

## Question 153 CUSTOM WORK

Include here the amount expended in 1948 for hired custom work done on the farm, such as ploughing, threshing, wood-sawing, etc. Custom work includes the work done by a man and his "outfit", and he is usually paid by the bushel, by the acre, by the cord of wood sawed, etc. This type of work must not be confused with work done by hired farm labourers, the wages for which are included under Question 157(a).

## Question 155 FARM IMPLEMENTS AND MACHINERY EXPENDITURES

(a) New or used implements and machinery including automobiles: Include the actual cost of new or used implements and machinery. If, for example, a new tractor was bought for \$1,000 and an old one was turned in with an allowance of \$200, the expenditure will be entered as \$1,000.

(b) Parts and repairs for all equipment except automobiles: Include in this question repair part such as binder and mower parts, disc plates, etc. Report also repair labour such as blacksmithing, machine shop and garage labour costs. Also report horseshoeing expenses under this question.

## Questions 164 and 165 MORTGAGES AND AGREEMENTS FOR SALE DEBTS

You must obtain information on mortgage and agreements for sale debt only on farm buildings on land owned by the operator, whether operated by him or rented to someone else. Do not ask these questions of tenant farmers or managers.

The amounts reported in these questions must include all debts secured by mortgages, deeds of trust, judgments, agreements for sale, and by any other legal instrument which partakes of the nature of a mortgage.

Where an agreement for sale is in kind, for example, in bushels of wheat, give in answer to question 165 the current value of the amount outstanding. The rate of interest for such contracts is not usually known; therefore you will mark "X" in Question 165 under the indicated holder of the debt.

## Question 166 LIENS ON CROPS, LIVE STOCK AND IMPLEMENTS

Include in this question all debts of the farm operator which are secured by liens on crops, live stock or farm implements. This question must be asked on all sample farms, regardless of whether the operator is owner, part-owner, tenant or manager of the farm.

## 27. Units Of Measure And Conversion Factors.

Tables are provided as a guide in converting units of measure reported by the farmer into the units required on the agricultural questionnaires. (See Appendix C. pages 78-82)

The figures used in the tables are averages or general standards. The weights per unit of many products may vary greatly due to varieties, locality, season, etc., and when using this guide, the enumerator or farmer may have to compensate for these variations.

## Livestock And Products Elsewhere Than On Farms Questionnaire (Form 6)

### 28. When Is It Necessary To Fill Out A Livestock And Products Elsewhere Than On Farms Questionnaire?

If the plot is more than 1/10 of an acre, the area must be reported in column 4 of the questionnaire.

Entries must be made on this Questionnaire whenever live stock or live stock products are reported on

- (a) Plots less than 1 acre
- (b) Plots 1 to 3 acres if the production of agricultural products was less than \$250 in 1948.

You must inquire of every household not living on a farm (particularly in cities, towns and villages) whether or not they have any of the live stock listed on Form 6, whether they produced milk, butter or eggs in September, honey in 1949, or sold alive or slaughtered for sale cattle, swine or poultry in 1948.

## IRRIGATION QUESTIONNAIRE (FORM 7)

### 29. When Is It Necessary To Fill Out An Irrigation Questionnaire?

The Irrigation Questionnaire will only be completed in sub-districts in Alberta. It must be filled out when the farm operator answers "Yes" to question 147 on the General Farm Questionnaire "Have you a crop irrigation system on this farm?" A crop irrigation system is a system whereby water is applied to the land by controlled flooding through a system of ditches, sprayers, or similar works.

The Irrigation Questionnaire must be completed in addition to the General Farm Questionnaire for farms reporting a crop irrigation system.

You must be sure that the total acreage of the farm as reported in question 5 of the Irrigation Questionnaire is the same as the acreage reported in question 11 of the General Farm Questionnaire.

The acreages of vegetables and fruits to be reported in question 19, 20 and 21 are to be those where the products are grown mainly for sale. Omit irrigated areas of vegetables and fruits grown mainly for home use.

Appendix AContents of the Statistics Act which apply to enumeration

Section 5: provides for the employment of enumerators, as required, for census or other purposes.

Section 6: requires every person employed under The Statistics Act to take the following oath of office: "I, ....., solemnly swear that I will faithfully and honestly fulfil my duties as ..... in conformity with the requirements of the Statistics Act and of all regulations thereunder, and that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my employment as such .....".

Section 14: provides for the payment, of enumerators and other persons employed under this Act. Such payment may take the form of a fixed sum, a rate per diem, or a scale of fees, together with allowances for expenses. The following extract from this section of the Act should be noted particularly: "No remuneration or allowance shall be paid to any person for any service performed in connection with this Act until the service required of such person has been faithfully and entirely performed."

Section 15 (1) states that census forms or other documents containing information relating to individual persons must in no circumstances be revealed to any unauthorized person.

Section 34 makes it an offence for any person employed under this Act

- (i) to desert from duty after having taken the oath;
- (ii) to wilfully make a false declaration;
- (iii) to obtain or seek to obtain unauthorized information;
- (iv) to fail to keep secret the information gathered.

Any person convicted of any of the above-noted offences is liable to a fine up to \$300., or to a prison term up to six months, or to both fine and imprisonment.

# APPENDIX B

DOMINION BUREAU OF STATISTICS, OTTAWA  
TRIAL CENSUS - OCTOBER, 1949

## TRANSMITTAL FORM

Census Supplies Contained in this Box

This box contains the number of forms, supplies, etc., listed below which should be checked by the enumerator in consultation with the Field Supervisor. When the enumeration of your sub-district is completed, all forms, supplies, etc., must be turned in to the Field Supervisor. Use the second and third columns below to check off (where applicable) the number of forms being returned.

Kind of Form	Number		
	Issued	Returned	
		Filled	Blank
	1	2	3
<b>Population and Housing</b>			
Form 1 - Visitation Record . . . . .	1	1	xxx
Sets of cards (each set containing 100 Population, 10 Housing, and 1 Separation Card) . . . . .	10	9	1
Form 2 - Population Cards (White), detached . . . . .	25	7	18
" 2A - Population Cards (Blue), detached . . . . .	40	9	31
" 3 - Individual Forms . . . . .	25	6	16
" 3A - Envelopes for Form 3 . . . . .	25	xxx	16
" 4 - Housing Cards, detached . . . . .	—	xxx	—
" 9 - Veterans Questionnaires . . . . .	100	xxx	12
" 9A - Envelopes for Form 9 . . . . .	100	xxx	12
Call-back Envelopes . . . . .	1	1	xxx
Specimen Population Cards . . . . .	9 (1)	9	xxx
Specimen Housing Cards . . . . .	1 (1)	1	xxx
<b>Agriculture</b>			
Form 5 - General Farm Questionnaires . . . . .	100	81	19
" 6 - "Live Stock and Products Elsewhere than on Farms" Questionnaires . . . . .	2	1	1
" 7 - Irrigation Questionnaires . . . . .	100	64	36
Specimen Farm Questionnaire . . . . .	1 (1)	1	xxx
Agriculture Container . . . . .	1	1	xxx
<b>Fisheries</b>			
Form 8 - Commercial Fisherman Questionnaires . . . . .	—	—	—
" 8A - Envelopes for Commercial Fisherman Questionnaires . . . . .	—	xxx	—
" 16 - Return Fisheries Cards . . . . .	—	xxx	—
<b>General</b>			
Identification Card . . . . .	1	1	xxx
Enumerators Manual . . . . .	1 (1)	1	xxx
Form 10 - Daily Enumeration Record . . . . .	1	1	—
" 12A - Enumerators Oath No. 1 . . . . .	1	1	xxx
" 17 - Enumerators Account Form . . . . .	3	3	xxx
Mark Sense Pen and Cartridge . . . . .	1	1	xxx
Card Binder . . . . .	1	1	xxx
Enumerators Portfolio . . . . .	1	1	xxx
Specimen Visitation Record . . . . .	1 (1)	1	xxx

Remarks *Three individual forms and accompanying envelopes . . . . . were lost by householders . . . . .*

Certification that the number of forms received are as entered in Column 1:

*George Harrison* . . . . . Oct. 12/49  
Enumerator Date  
*Norman Blake* . . . . . Oct. 12/49  
Field Supervisor Date

Certification that the number of forms being returned are as entered in Columns 2 and 3:

*George Harrison* . . . . . Nov. 3/49  
Enumerator Date  
*Norman Blake* . . . . . Nov. 3/49  
Field Supervisor Date

(1) You will receive this in the sample kit.  
Return with other supplies.

Appendix CConversion tables for agricultural calculationsTable 1. CONVERSION OF DAIRY PRODUCTS


---

1 quart of milk weighs	2 1/2 lb.	
1 gallon of milk weighs	10 lb.	
1 pound of butterfat is equivalent to	<sup>*</sup> 30 lb. of milk	
1 pound of cream	" "	" 10 lb. of milk
1 quart of cream	" "	" 25 lb. of milk
1 gallon of cream	" "	" 100 lb. of milk
1 pound of butter	" "	" 25 lb. of milk
1 pound of cheese	" "	" 11 lb. of milk

---

\* To facilitate the conversion of butterfat to whole milk, the factor is given as 30. It must be remembered that these conversion factors are only regarded as approximates.

Table 2. WEIGHT PER BUSHEL

---

	per bu. in lb.
Alfalfa seed . . . . .	60
Alsike clover seed . . . . .	60
Barley . . . . .	48
Beans . . . . .	60
Brome grass seed . . . . .	14
Buckwheat . . . . .	48
Corn (ear) . . . . .	70
Corn (shelled) . . . . .	56
Crested wheat grass seed . . . . .	22
Fescue seed . . . . .	22
Flaxseed . . . . .	56
Mustard seed . . . . .	50 (approx.)
Oats . . . . .	34
Peas . . . . .	60
Potatoes . . . . .	60
Rape seed . . . . .	50 (approx.)
Red clover seed . . . . .	60
Rye . . . . .	56
Soybeans . . . . .	60
Sunflower seed . . . . .	24
Sweet clover seed . . . . .	60
Timothy seed . . . . .	48
Turnips . . . . .	50
Wheat . . . . .	60

---

Table 3. SQUARE OR LAND MEASURE

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144 square inches	=	1 square foot
9 square feet	=	1 square yard
30 1/4 square yards	=	1 square rod
160 square rods	=	1 acre
640 acres	=	1 square mile
1 acre	=	{ 160 square rods
		{ 4,840 square yards
		{ 43,560 square feet
		{

---

When the area of the farm is given in arpents, multiply the number given by .845 to convert to acres.

Table 4. LONG MEASURE

---

12 inches	=	1 foot
3 feet	=	1 yard
5 1/2 yards	=	1 rod
320 rods	=	1 mile
1,760 yards	=	1 mile
5,280 feet	=	1 mile
80 chains	=	1 mile

---



Table 5. NUMBER OF TREES PER ACRE.

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To calculate the number of trees per acre in an orchard:- multiply the average distance in feet between rows by the average distance between the trees in a row. Divide the sum into 43,560 square feet. The resulting figure gives the number of trees per acre.

Example:- An orchard 100 feet long and 100 feet wide has an area of 10,000 square feet. If the trees are 20 feet apart in the row, and the rows are 20 feet apart, then the number of trees will be  $\frac{10,000}{20 \times 20} = 25$  trees

If the area had been 1 acre, the number of trees would have been  $\frac{43,560}{20 \times 20} = 108$  trees.

---

Table 6. AREA OF LAND INTO FRACTION OF AN ACRE

---

1/10 acre	equals	4,356	square feet
2/10 acre	"	8,712	" "
3/10 acre	"	13,068	" "
4/10 acre	"	17,424	" "
5/10 acre	"	21,780	" "
6/10 acre	"	26,136	" "
7/10 acre	"	30,492	" "
8/10 acre	"	34,848	" "
9/10 acre	"	39,204	" "

---

Example: A garden 175 feet long and 25 feet wide would be 4,375 square feet in area and 1/10 acre. Similarly, a plot 250 feet long and 100 feet wide would be 25,000 square feet in area, and 6/10 acre.

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Table 7. CONVERSION OF GIVEN CORDS INTO STANDARD CORDS

A standard cord of wood is 128 cubic feet, the dimensions given as 8 feet long, 4 feet high and 4 feet or 48 inches wide. Frequently, the farmer reports as 1 cord, wood of varying lengths, 12, 14, 16 inches, etc. The following table is a guide for converting cords reported into standard cords according to width.

<u>Dimension of cord:</u> <u>Length, Height, Width</u>	<u>No. of cu. ft.</u>	<u>Fraction of</u> <u>standard cord</u>	<u>No. of given cords</u> <u>for standard cords</u>
8 feet x 4 feet x 48 inches	128	1	1 for 1
8 feet x 4 feet x 36 inches	96	$3/4$	4 for 3
8 feet x 4 feet x 24 inches	64	$1/2$	2 for 1
8 feet x 4 feet x 16 inches	43	$1/3$	3 for 1
8 feet x 4 feet x 12 inches	32	$1/4$	4 for 1

Deduct  $1/12$  of a cord for every 4 inches less than 48 inches.

Example: 44 inches is  $11/12$  of a standard cord and 40 inches is  $10/12$  or  $5/6$  of a standard cord.

Table 8. MISCELLANEOUS CONVERSIONS

1 gallon of honey	weighs	14.2 lbs.
1 gallon of maple syrup	"	13.2 "
1 barrel of potatoes	equals	2 $3/4$ bu.
1 ton of hay	occupies	* 500 cu.ft.
1 ton of straw	"	1200 cu.ft.

\* The number of cubic feet for 1 ton of hay or straw will vary with the size of the mow or stack, the depth or height, days in the mow, and the kind of hay. For hay it may vary from 400 to 600 cubic feet.

## Appendix D

### The Use of maps in Agriculture Areas

(For Ontario and Alberta sub-districts only)

Each enumerator of a rural area will be supplied with a map showing him the area that he is to enumerate. It will be his duty to account for every parcel of land in the sub-district.

1. Farm Areas covered by a General Farm Questionnaire made out by this enumerator. Each questionnaire completed must have on it the number of the farm in the order of visitation. It is this number that must be marked on the map for every lot or part of a lot in the case of Ontario, and every quarter section or part of a quarter section in the case of Alberta.

In cases where the farm area is so small that the farm visitation number cannot be entered in the proper location on the map, the farm visitation number may be entered in the margin of the map and an arrow drawn to the exact location of the farm.

2. Farm areas covered by a General Farm Questionnaire made out by the enumerator in another sub-district. The Enumerator's Manual cites the cases where farm land lying within a sub-district will be enumerated by the enumerator of another sub-district. When an enumerator comes across a case of this kind and is certain that this land will be included on the questionnaire of a farm operator in the other sub-district he will mark a "o" on the map for these parcels of land in his sub-district.
3. Non-farm areas, abandoned or idle land in the sub-district of this enumerator. Non-farm areas such as lakes, large rivers, forests, coulees, etc., abandoned or idle agricultural land, must be accounted for on the map by an "x" marked in each parcel of land.

It will be the duty of the enumerator in rural areas of Ontario and Alberta to account for all the land in his sub-district on the map provided and to return the completed map with the rest of the documents.

A - General, Population, and Housing Instructions

Abbreviation .....	23	Block letter .....	14
Able to work .....	32	Board .....	28
Absent household .....	4	Boarder .....	43
Accountant .....	40	Boarding-house keeper .....	43
Accounting firm .....	42	Board of Railway Commissioners .....	39
Address ..... 2, 5, 7, 9, 14,	19	Bohemia .....	23
Administrative officer .....	41	Bohemian .....	22
Advertisement .....	30	Bond .....	44
Advertising agent .....	40	Bookkeeper .....	40
Age .....	19	Bottled gas .....	57
Agent .....	40	Boundary .....	1, 15, 23
Air Force .....	26	Brass foundry .....	38
Air Raid Precaution unit .....	26	Brick veneer .....	56
Alberta .....	6	Bridge building company .....	39
Alien .....	25	British Empire .....	24
Alsace-Lorraine .....	23	British subject .....	25
American .....	21	Building .....	9, 55
Anglican .....	20	Building construction .....	39
Antrim .....	23	Bukovinian .....	22
Apartment ..... 10, 17, 18, 50, 51, 53-55		Bulgarian .....	22
Apartment hotel .....	11, 57	Burner .....	57
Apartment house 9, 10, 14, 16, 17, 39, 50		Business .....	28, 37, 38
Arabic .....	22	Business premises ..... 9, 16-18	
Architect .....	41	Butane gas .....	57
Armagh .....	23		
Armed Forces ..... 6, 26, 39, 41		Cabin .....	2, 5, 10
Armenian .....	22	"Caisse populaire" .....	58
Army .....	26	Call-back ..... 3, 4, 6, 9, 13, 46, 47	
Artisan .....	40	Canada .....	21, 23-26
Assistant .....	36	Canadian citizenship .....	24-26
Association .....	37	Canadian domicile .....	24
Attic .....	55	Canadian nationality .....	20
Austria .....	21	Canadian ship .....	25
Austrian .....	22	Cancelled card .....	4, 13
Auto mechanic .....	41	Canvasser .....	41
Automobile manufacturing .....	39	Card sequence .....	4, 6
Auto repair shop .....	39	Car inspector .....	41
		Carlow .....	23
Basement .....	55	Carpenter .....	36, 40-42
Bath .....	50, 51	Cartage .....	38
Bath facilities .....	51, 57	Car washer .....	41
Bathroom .....	55	Cashier .....	40, 41
Bed-living room .....	50, 51	Cavan .....	23
Bedroom .....	50, 51	Central heating .....	56
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B. In hotels, institutions, and camps.-

1. Hotels, motels, tourist camps, cabins, etc.

- (i) Members of the staff who sleep on the premises. yes (white card)
- (ii) " " " " " " elsewhere. no
- (iii) Transient or permanent guests who are Canadian and who have no other place of residence. yes (white card)
- (iv) Transient guests who have a home elsewhere in Canada, but are in doubt as to whether they will be enumerated there. yes (blue card)
- (v) Transient guests who have a home elsewhere and feel certain that they will be enumerated there. no

2. Boarding schools, college residences, etc.

- (i) Members of the staff who sleep on the premises. yes (white card)
- (ii) " " " " " " elsewhere. no
- (iii) Canadian students who have no other place of residence. yes (white card)
- (iv) Students who have a home elsewhere in Canada, but are in doubt as to whether they will be enumerated there. yes (blue card)
- (v) Students who have a home elsewhere and feel certain that they will be enumerated there. no

3. General hospitals.

- (i) Members of the staff who sleep regularly in the hospital. yes (white card)
- (ii) Members of the staff who sleep elsewhere. no
- (iii) Student nurses living in nurses' residence. yes (white card)
- (iv) Patients who are Canadian and have no other usual place. yes (white card)
- (v) Patients who have a home elsewhere in Canada, but are in doubt as to whether they will be enumerated there. yes (blue card)
- (vi) Patients who have a home elsewhere and feel certain that they will be enumerated there. no

4. Homes for the aged, orphanages, homes for incurables, sanitarium, mental hospitals, missions, Salvation Army hostels, and penal institutions, etc.

- (i) Members of the staff who sleep on the premises. yes (white card)
- (ii) " " " " " " elsewhere. no
- (iii) Inmates, transient guests, or prisoners (as the case may be). yes (white card)

5. Convents and monasteries.

- (i) Members of the Order. yes (white card)
- (ii) Other members of the staff who sleep on the premises. yes (white card)
- (iii) Other members of the staff who sleep elsewhere. no
- (iv) Novices. yes (white card)

6. Camps - lumber, mining, construction, etc.

- (a) If the camp is of short duration - (less than six months)
  - (i) All persons who sleep regularly in the camp and have no other place of residence in Canada. yes (white card)
  - (ii) All others connected with the camp. no
- (b) If the camp is of six months or longer duration.
  - (i) All persons who sleep regularly in the camp whether or not they have another place of residence. yes (white card)

[illegible]